

Regular Meeting

Wednesday, January 22, 2025 5:30 PM

Northland High School Room C113, 316 Main St E, Remer, MN 56672

1. Call to Order

2. Pledge of Allegiance

3. Mission Statement "Educate and inspire all learners to reach their full potential."

4. Adoption of Agenda

5. Recognitions

6. Audience Recognition

7. Consent items

7.1. Approve the minutes from the December 18, 2024 Regular Meeting

7.2. Approve the minutes from the January 6, 2025 Organizational Meeting

7.3. Approve Treasurer's report and bills

7.4. Approve an overnight field trip for Quiz Bowl to Cloquet - January 22, 2025

7.5. Approve an overnight field trip for Quiz Bowl to Cloquet - January 30, 2025

7.6. Approve an overnight field trip for Quiz Bowl to Detroit Lakes - February 20, 2025

7.7. Approve revisions to Policy 201 - Legal Status of the School Board (revisions to MN statute only)

7.8. Approve revisions to Policy 205 - Open Meetings and Closed Meetings (revisions do not impact the substance of the policy)

7.9. Approve revisions to Policy 707 - Transportation of Public School Students (revisions to policy are to MN statute only)

7.10. Approve revisions to Policy 708 - Transportation of Nonpublic School Students (revisions do not impact the substance of the policy)

7.11. Approve revisions to Policy 806 - Crisis Management Policy (revisions to MN statute only)

8. Reports

8.1. Early Education Report

8.2. Business Manager Report

8.3. Elementary Principal

8.4. Athletics/Activities Report

8.5. **Facilities Report**

8.6. **Indian Education Report**

8.7. **CE Report**

8.8. **Dean of Students/ Behavioral Interventionist Report**

9. **Superintendent Report**

10. **New Business**

- 10.1. Approve consolidating Northland Boys High School Boys Basketball with Hill City High School Boys Basketball beginning the 2025-2026 season
- 10.2. Approve cancelation of 2025-2026 Varsity Football season
- 10.3. Approve releasing all football coaching staff
- 10.4. Approve posting for football coach positions
- 10.5. Approve the updated purchase agreement for the new bus that includes the cost of add-on options, tax, title and license for a total of \$143,636.13
- 10.6. Second reading and approval of revised Policy 519 - Interviews of Students by Outside Agencies
- 10.7. Second reading and approval of revised Policy 614 - School District Testing Plan and Procedure
- 10.8. Second reading and approval of revised Policy 701 - Establishment and Adoption of School District Budget
- 10.9. Second reading and approval of Policy 721 - Uniform Grant Guidance Regarding Federal Revenue Sources
- 10.10. First reading of revisions to Policy 202 - School Board Officers
- 10.11. First reading of Policy 210 - Conflict of Interest
- 10.12. First reading of Policy 524.1 - Student Cell Phones
- 10.13. First reading of revisions to Policy 722 - Public Data Requests

11. **Personnel**

- 11.1. Accept the resignation of Special Education Teacher, Cassey Casteel, effective June 4, 2025
- 11.2. Accept the reesignation of High School Science Teacher, Tracy Hensley, effective February 4, 2025

12. **Other school business which can legally be brought before the Board**

13. **Next Meeting Dates:**

- **Regular Meeting: February 12, 2025, 5:30**

p.m.

- Work Session: February 26, 2025, 5:30 p.m.
- Policy Committee: March 3, 2025, 10:00 a.m.

14. Adjournment

Northland Community Schools - ISD #118
Regular Meeting Minutes Summary
Wednesday, December 18, 2024
Northland High School Room C113
316 Main St E
Remer, MN 56672

Aaron Ammerman: Present, Linda Knox: Present, Terri Nystrom: Present, Seth Robison: Present, Marc Ruyak: Present, Tyler Seifert: Present, Bill Wake: Absent. Present: 6, Absent: 1. Linda Knox attending virtually

1. Call to Order

Board Chair Ruyak called the meeting to order at 5:30 p.m.

2. Pledge of Allegiance

3. Mission Statement "Educate and inspire all learners to reach their full potential."

4. Adoption of Agenda

Motion to adopt the agenda. This motion, made by Aaron Ammerman and seconded by Tyler Seifert, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 6, Nay: 0, Absent: 1

5. Recognitions

5.1. The school board and staff of Northland Community Schools would like to thank the following:

- Seth Robison for his years of service on the ISD #118 school board
- Robbie Hall for her work as a Title 1 teacher

6. Audience Recognition

7. Consent items

Motion to approve Consent Agenda. This motion, made by Seth Robison and seconded by Aaron Ammerman, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 6, Nay: 0, Absent: 1

7.1. Approve Treasurer's Report and bills for November 2024

7.2. Approve minutes from the November 20, 2024 Regular Meeting

7.3. Policies revised to reflect changes to MN Statute or make technical corrections that do not impact the content:

503, 507.5, 606, 606.5, 613 and 615

8. Reports

8.1. Early Education Report

8.2. Business Manager Report

8.3. Elementary Principal

8.4. Athletics/Activities Report

8.5. Facilities Report

8.6. Indian Education Report

8.7. CE Report

8.8. Dean of Students/ Behavioral Interventionist Report

9. Superintendent Report

10. New Business

10.1. Second Reading of Policy 446 - Pay Rates for Activities

Motion to approve revisions to Policy 446. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 6, Nay: 0, Absent: 1

10.2. First Reading and approval of updates to language in Policy 519 - Interviews of Student by Outside Agencies, Art. III, to reflect changes to MN Statute

Motion to approve changes to MN Statute found in Art. III of Policy 519 - Interviews of Student by Outside Agencies. This motion, made by Tyler Seifert and seconded by Seth Robison, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 6, Nay: 0, Absent: 1

10.3. First reading and approval to delete Art. VI of Policy 614 - School District Testing Plan and Procedure as it does not apply to the policy itself

Motion to approve deleting Art. VI of Policy 614 as it does not apply to the policy itself. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea

Yea: 6, Nay: 0, Absent: 1

10.4. Approve 2024-2025, Policy 614.1 - Indian Policies and Procedures Regarding Students Residing on Indian Lands with revisions to Sect. 4.1

Motion to approve revisions to Sect. 4.1 of Policy 614.1 - Indian Policies and Procedures Regarding Students Residing on Indian Lands. This motion, made by Seth Robison and seconded by Terri Nystrom, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth

Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

10.5. Rescind Policy 617 - School District Ensurance of Preparatory and High School Standards

Motion to rescind Policy 617 - School District Ensurance of Preparatory and High School Standards. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.
Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

10.6. First reading of revisions to Policy 701 - Establishment and Adoption of School District Budget

10.7. First reading of revisions to Policy 721 - Uniform Grant Guidance Regarding Federal Revenue Sources

10.8. Approve the Memorandum of Understanding between ISD #118 and NREM Local #7224 pertaining to LETRS (Language Essentials for Teachers of Reading and Spelling) training

Motion to approve the Memorandum of Understanding between ISD #118 and NREM Local #7224 pertaining to LETRS training. This motion, made by Tyler Seifert and seconded by Seth Robison, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

10.9. Approve the Resolution Establishing Combined Polling Places for 2025

Motion to approve the 2025 Resolution Establishing Combined Polling Places. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

10.10. Approve allowing 5th graders to play Junior High Basketball during the 2024-2025 season with the following contingencies:

2024-2025 season only

At coach's discretion

Does not apply to other sports

Complies with Title IX

Is not a revision to district policy

Motion to approve allowing 5th graders to play Junior High Basketball during the 2024-2025 season with contingencies as stated. This motion, made by Tyler Seifert and seconded by Seth Robison, Passed.

Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

At the Regular Meeting on November 20, 2024, the school board agreed to allow

10.11. Acceptance of Election and Oath of Office

11. Personnel

11.1. Pursuant to Minnesota Statutes 179A.14, the school board of ISD #118 is hereby notified of the ISD #118 Principal's Association desire to meet and negotiate an initial agreement establishing terms and conditions of employment on January 13, 2025 at 3:30 p.m.

12. The meeting recessed at 6:30 p.m. for Truth in Taxation

13. Truth in Taxation Wednesday, December 18, 2024 - 6:30 p.m.

13.1. Approve the 2024 Levy, payable in 2025 in the amount of \$2,495,294.27
Motion to approve the 2024 Levy, payable in 2025 in the amount of \$2,495,294.27. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.
Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

14. The meeting resumed at 6:39 p.m.

15. Other school business which can legally be brought before the Board

16. Next Meeting Dates:

- Reorganization Meeting: Monday, January 6, 2025, at 5:30 p.m.
- Regular Meeting: January 2025 TBD

17. Adjournment

Board Chair Ruyak called for a motion to adjourn at 6:43 p.m. Visitors: Stephaney Williamson, Jill Myers, Janessa Green, Jason Perkins, Kyndra Johnson. This motion, made by Aaron Ammerman and seconded by Seth Robison, Passed.
Bill Wake: Absent, Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Seth Robison: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea
Yea: 6, Nay: 0, Absent: 1

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Northland Community Schools - ISD #118
Organizational Meeting Minutes Summary
Monday, January 6, 2025
Northland High School Room C113
316 Main St E
Remer, MN 56672

Aaron Ammerman: Present, Linda Knox: Present, Terri Nystrom: Present, Jason Perkins: Present, Marc Ruyak: Present, Tyler Seifert: Present, Bill Wake: Present. Present: 7. Board Clerk Knox attending virtually

1. Call to Order

Board Chair Ruyak called the meeting to order at 5:30 p.m.

2. Pledge of Allegiance

3. Mission Statement "Educate and inspire all learners to reach their full potential."

4. Adoption of Agenda

Adoption of Agenda. This motion, made by Tyler Seifert and seconded by Bill Wake, Passed.
Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

5. Reorganize the Board for the 2025 Calendar Year

Motion to keep Board Chair Ruyak, Vice Chair Wake, Board Clerk Knox, and Treasurer Seifert in their officer roles for the 2025 calendar year. This motion, made by Marc Ruyak and seconded by Bill Wake, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

5.1. Nominations for Chair

5.1.1. Motion to Elect Chair

5.2. Nominations for Vice Chair

5.2.1. Motion to Elect Vice Chair

5.3. Nominations for Clerk

5.3.1. Motion to Elect Clerk

5.4. Nominations for Treasurer

5.4.1. Motion to Elect Treasurer

6. Set dates for 2025 Regular Meetings of the School Board

Regular Meeting Dates

January 22, 2025, February 12, 2025, March 12, 2025, April 9, 2025, May 14, 2025, June 11, 2025, July 9, 2025, August 13, 2025, September 10, 2025, October 8, 2025, November 12, 2025, December 10, 2025

Meetings are held on the 2nd Wednesday of the month at NHS, Room C113, 5:30pm unless otherwise stated on the meeting agenda.

7. Set dates for 2025 Work Sessions

Work Session Dates: February 26, 2025, April 23, 2025, July 23, 2025, October 22, 2025
Work Sessions are held at NHS, Room C113, 5:30pm unless otherwise stated on the meeting agenda.

8. Set 2025 Committee Assignments

Motion to keep 2024 Committee Assignments the same as 2024 and replace the committee vacancies left by Seth Robison with newly elected Board Member, Jason Perkins. This motion, made by Marc Ruyak and seconded by Tyler Seifert, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

9. Approve Board Expense Reimbursement Schedule for 2025

Approve Board Expense Reimbursement Schedule for 2025. This motion, made by Aaron Ammerman and seconded by Bill Wake, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

9.1. Per Diem of \$55.00 for board and committee meetings

9.2. Stipend for Officers -

Chair - \$350.00

Vice Chair - NA

Clerk - \$300.00

Treasurer - \$300.00

9.3. Mileage - update to federal rate of \$.70 per mile for 2025

10. Designate the Pine Cone Press as the official newspaper for the district in 2025

Designate the Pine Cone Press as the official newspaper for the district in 2025. This motion, made by Tyler Seifert and seconded by Terri Nystrom, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

11. Designate First National Bank of Walker as the official depository for 2025

Designate First National Bank of Walker as the official depository for 2025. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

12. Approve Chair, Clerk and Treasurer as signers for the district checking account
Approve Chair, Clerk and Treasurer as signers for the district checking account. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

13. Approve Pemberton, Sorlie, Rufer and Kerschner, PLLP, as school attorney for 2025
Approve Pemberton, Sorlie, Rufer and Kerschner, PLLP, as school attorney for 2025. This motion, made by Terri Nystrom and seconded by Bill Wake, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

14. Review and approve the Purchase Agreement for a 77-passenger International Bus for delivery Fall 2026

Review and approve the Purchase Agreement for a 77-passenger International Bus for delivery Fall 2026. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

The quoted price is \$125,200.00. Payment will be made upon delivery of the bus in Summer/Fall 2026

15. Other school business which can legally be brought before the Board

16. Adjournment

Motion to adjourn the meeting. This motion, made by Tyler Seifert and seconded by Bill Wake, Passed.

Aaron Ammerman: Yea, Linda Knox: Yea, Terri Nystrom: Yea, Jason Perkins: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 7, Nay: 0

Meeting adjourned at 5:40 p.m.

Visitors: Kyndra Johnson

17. Next Meeting Dates:

- Regular Meeting - January 22, 2025
- Work Session - February 26, 2025 2025

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

Northland Community Schools

Finance Report 12/31/2024

First National Bank

General Checking	\$568,454.77
Money Market Account	\$37,205.69
CD/Scholarship Carpenter Matures 6/17/24	\$8,330.54
CD/Scholarship Carpenter Matures 6/17/24	\$15,044.08
CD/Scholarship Felton Matures 12/10/24	\$7,433.85
CD/Scholarship Sepin Matures 8/25/26	\$3,516.05
Total Investments	\$71,530.21
Total of all deposits at First National Bank	\$639,984.98
 MN Trust Account at PMA total Value	 \$2,877,165.76

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P Checks
01	General Fund	\$672,271.83	\$172,722.00
02	Food Service Fund	\$36,116.92	\$20,657.05
03	Transportation Fund	\$0.00	\$33,643.64
04	Community Ed Fund	\$15,637.17	\$2,573.54
05	Capital Fund	\$0.00	\$3,132.53
06	Construction Fund	\$0.00	\$11,947.00
07	Debt Redemption Fund	\$10,984.87	\$0.00
18	Scholarship Fund	\$13.68	\$0.00
Total		\$735,024.47	\$244,675.76

Dec 2024 Payroll

	Monthly Total
Gross Payroll	\$412,658.56
Employer Benefits	\$85,259.39
Employer Taxes	\$29,638.43
Total Cost of Payroll	\$527,556.38

Includes Payrolls:

S202511 12/15/2024
S202512 12/31/2024

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16373	0118	chec														
Betty Johnson			22558	Credit	A	12/13/24	10730	Check	1	1070				RETIRE/DEDUCT:		
						0118	E 01 010 203	000 000	291	Elem Retired Emp Benefit					1,021.06	0.00
														Receipt Total:	\$1,021.06	\$0.00
50/50 bbb fundraiser			22559	Credit	A	12/13/24	10731	Cash	1	1136				Northland Senior Class		
						0118	R 01 310 298	093 301	096	Senior Class Activity					135.00	0.00
														Receipt Total:	\$135.00	\$0.00
BBB 12/6/24			22560	Credit	A	12/13/24	10732	Cash	1	1119				CONCESSIONS - FOOD S		
						0118	R 01 310 292	125 000	096	CONCESSIONS DISTRICT					888.50	0.00
														Receipt Total:	\$888.50	\$0.00
BBB 12/6/24			22561	Credit	A	12/13/24	10733	Cash	1	1118				GATE RECEIPTS		
						0118	R 01 310 292	110 000	060	Activity Admissions					349.00	0.00
														Receipt Total:	\$349.00	\$0.00
Vending Machine			22562	Credit	A	12/13/24	10734	Cash	1	1151				NORTHLAND STUDENT L		
						0118	R 01 310 298	069 301	096	Student PBIS Leadership Act					173.00	0.00
														Receipt Total:	\$173.00	\$0.00
Ind Ed Incentives			22563	Credit	A	12/13/24	10735	Check	1	c1				Miscellaneous Customer		
						0118	R 01 310 298	096 301	096	Indian Ed Activity					1,037.54	0.00
														Receipt Total:	\$1,037.54	\$0.00
Deposit 12/10 & 12/11			22564	Credit	A	12/13/24	10736	Cash	1	1069				Food Service		
						0118	B 02 230 001			Deferred Revenue					22.15	0.00
														Receipt Total:	\$22.15	\$0.00
Aiden Ivancich BB fee			22565	Credit	A	12/13/24	10737	Check	1	1108				AF ACTIVITY FEES		
						0118	R 01 310 292	110 000	050	Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
Deposit 12/12			22566	Credit	A	12/13/24	10738	Cash	1	1069				Food Service		
						0118	B 02 230 001			Deferred Revenue					10.49	0.00
														Receipt Total:	\$10.49	\$0.00
J.Kitchenhoff December			22567	Credit	A	12/13/24	10739	Check	1	1070				RETIRE/DEDUCT:		
						0118	E 01 020 211	000 000	291	Retired Emp Benefit					358.82	0.00
														Receipt Total:	\$358.82	\$0.00
														Deposit Total:	\$4,030.56	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
16374	0118	chec															
Keigan Fenning BB fee			22568	Credit	A	12/06/24	10711	Cash	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
Jacks BBall fee			22569	Credit	A	12/06/24	10712	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
															Receipt Total:	\$55.00	\$0.00
Christian's BB fee			22570	Credit	A	12/06/24	10713	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
															Receipt Total:	\$55.00	\$0.00
M.Simek - December			22571	Credit	A	12/06/24	10714	Check	1	1070	RETIRE/DEDUCT:						
						0118	E 01 020 211	000 000 291		Retired Emp Benefit					279.76	0.00	
															Receipt Total:	\$279.76	\$0.00
Deposit			22572	Credit	A	12/06/24	10715	Cash	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					38.00	0.00	
															Receipt Total:	\$38.00	\$0.00
Deposit			22573	Credit	A	12/06/24	10716	Check	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					30.00	0.00	
															Receipt Total:	\$30.00	\$0.00
BBB - Jamison			22574	Credit	A	12/06/24	10717	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00	
															Receipt Total:	\$55.00	\$0.00
Aric's BB fee			22575	Credit	A	12/06/24	10718	Check	1	1108	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					35.00	0.00	
															Receipt Total:	\$35.00	\$0.00
			22576	Credit	A	12/06/24	10719	Check	1	1072	COMMUNITY EDUATION						
						0118	R 04 500 505	305 321 040		Tuition fm Patrons					72.00	0.00	
															Receipt Total:	\$72.00	\$0.00
			22577	Credit	A	12/06/24	10720	Cash	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					11.00	0.00	
															Receipt Total:	\$11.00	\$0.00

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16374	0118	chec														
			22578	Credit	A	12/06/24	10721	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				78.75	0.00
														Receipt Total:	\$78.75	\$0.00
Storm GBB fundraiser			22579	Credit	A	12/06/24	10722	Check	1	c1	Miscellaneous Customer					
						0118	R 01 310 296 320 301 096				Girl's Basketball Activity				910.62	0.00
														Receipt Total:	\$910.62	\$0.00
			22580	Credit	A	12/06/24	10723	Check	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				53.00	0.00
														Receipt Total:	\$53.00	\$0.00
Tucker Kovall Fee			22581	Credit	A	12/06/24	10724	Check	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292 110 000 050				Activity Fees				55.00	0.00
														Receipt Total:	\$55.00	\$0.00
			22582	Credit	A	12/06/24	10725	Check	1	1094	MSEA					
						0118	B 01 115 000					2100	11/20/24 Invoice	278.66	278.66	0.00
														Receipt Total:	\$278.66	\$0.00
12/5 BBB			22583	Credit	A	12/06/24	10726	Cash	1	1118	GATE RECEIPTS					
						0118	R 01 310 292 110 000 060				Activity Admissions				175.00	0.00
														Receipt Total:	\$175.00	\$0.00
12/5-BBB			22584	Credit	A	12/06/24	10727	Cash	1	1119	CONCESSIONS - FOOD S					
						0118	R 01 310 292 125 000 096				CONCESSIONS DISTRICT				652.75	0.00
														Receipt Total:	\$652.75	\$0.00
Vending Machine			22585	Credit	A	12/06/24	10728	Cash	1	1151	NORTHLAND STUDENT L					
						0118	R 01 310 298 069 301 096				Student PBIS Leadership Act				122.50	0.00
														Receipt Total:	\$122.50	\$0.00
Deposit			22586	Credit	A	12/06/24	10729	Cash	1	1069	Food Service					
						0118	B 02 230 001				Deferred Revenue				37.50	0.00
														Receipt Total:	\$37.50	\$0.00
														Deposit Total:	\$3,029.54	\$0.00
16375	0118	chec														
Fitness Center			22587	Credit	A	12/20/24	10740	Cash	1	1108	AF ACTIVITY FEES					
						0118	R 01 310 292 110 000 050				Activity Fees				60.00	0.00
														Receipt Total:	\$60.00	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16375	0118	chec														
Fruit Fundraiser			22588	Credit	A	12/20/24	10741	Check	1	1120	NORTHLAND STUDENT C					
						0118	R 01 310 298	114 301 096		Elem Student Activity					19.00	0.00
														Receipt Total:	\$19.00	\$0.00
			22589	Credit	A	12/20/24	10742	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					25.75	0.00
														Receipt Total:	\$25.75	\$0.00
Fruit Fundraiser			22590	Credit	A	12/20/24	10743	Cash	1	1120	NORTHLAND STUDENT C					
						0118	R 01 310 298	114 301 096		Elem Student Activity					340.00	0.00
														Receipt Total:	\$340.00	\$0.00
Deposit 12/16			22591	Credit	A	12/20/24	10744	Cash	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					40.00	0.00
														Receipt Total:	\$40.00	\$0.00
BBB 12/13			22592	Credit	A	12/20/24	10745	Cash	1	1119	CONCESSIONS - FOOD S					
						0118	R 01 310 292	125 000 096		CONCESSIONS DISTRICT					497.75	0.00
														Receipt Total:	\$497.75	\$0.00
12/13 GBB			22593	Credit	A	12/20/24	10746	Cash	1	1118	GATE RECEIPTS					
						0118	R 01 310 292	110 000 060		Activity Admissions					153.00	0.00
														Receipt Total:	\$153.00	\$0.00
12/13n deposit			22594	Credit	A	12/20/24	10747	Check	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					187.75	0.00
														Receipt Total:	\$187.75	\$0.00
Hat Day fundraiser for food pa			22595	Credit	A	12/20/24	10748	Cash	1	1120	NORTHLAND STUDENT C					
						0118	R 01 310 298	114 301 096		Elem Student Activity					61.00	0.00
														Receipt Total:	\$61.00	\$0.00
			22596	Credit	A	12/20/24	10749	Cash	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					10.25	0.00
														Receipt Total:	\$10.25	\$0.00
			22597	Credit	A	12/20/24	10750	Check	1	1072	COMMUNITY EDUATION					
						0118	R 04 500 505	305 321 040		Tuition fm Patrons					250.00	0.00
														Receipt Total:	\$250.00	\$0.00

ISD#118 Remer-Longville Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
16375	0118	chec		22598	Credit A	12/20/24	10751	Cash	1	1069	Food Service						
						0118	B 02 230 001			Deferred Revenue					111.00	0.00	
				Receipt Total:												\$111.00	\$0.00
Vending machine				22599	Credit A	12/20/24	10752	Cash	1	1151	NORTHLAND STUDENT L						
						0118	R 01 310 298	069 301 096		Student PBIS Leadership Act					134.00	0.00	
				Receipt Total:												\$134.00	\$0.00
ISD#739				22600	Credit A	12/20/24	10753	Check	1	c1	Miscellaneous Customer						
						0118	R 01 040 000	000 000 021		Tuition from MN Schools to L					4,556.00	0.00	
				Receipt Total:												\$4,556.00	\$0.00
FY24 Region 7A payback				22601	Credit A	12/20/24		Check	1	1161	MSHSL						
						0118	R 01 310 292	110 000 096		ACTIVITY					868.00	0.00	
				Receipt Total:												\$868.00	\$0.00
				Deposit Total:												\$7,313.50	\$0.00
16376	0118	chec		22602	Credit A	12/18/24	Federal	Wire	1	C1	Miscellaneous Customer						
Impact Aid payment						0118	R 01 005 000	000 175 506		Impact Aid					69,907.00	0.00	
				Receipt Total:												\$69,907.00	\$0.00
				Deposit Total:												\$69,907.00	\$0.00
16377	0118	chec		22603	Credit A	12/31/24	Federal \$	Wire	1	C1	Miscellaneous Customer						
Impact Aid						0118	R 01 005 000	000 175 506		Impact Aid					9,435.00	0.00	
				Receipt Total:												\$9,435.00	\$0.00
				Deposit Total:												\$9,435.00	\$0.00
16378	0118	chec		22604	Credit A	12/03/24		Wire	1	1097	CASS COUNTY AUDITOR						
Cass County Auditor Settlement						0118	R 01 005 000	000 000 001		Taxes					60,970.37	0.00	
				Receipt Total:												\$60,970.37	\$0.00
				Deposit Total:												\$60,970.37	\$0.00
16379	0118	2		22605	Credit A	12/12/24	12122024	Wire	1	MDE	Minn Dept of ED						
ELSA & St Spec Milk						0118	R 02 005 770	000 703 300		STATE SPECIAL MILK					60.60	0.00	
						0118	R 04 500 582	000 337 300		Pathways II					2,527.67	0.00	

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16379	0118	2														
ELSA & St Spec Milk			22605	Credit	A	12/12/24	12122024	Wire	1	MDE						
						0118	R 04 500 582	000 337	300	Pathways II					2,527.67	0.00
														Receipt Total:	\$5,115.94	\$0.00
														Deposit Total:	\$5,115.94	\$0.00
16380	0118	2														
IDEAS payment			22606	Credit	A	12/13/24	12/132024	Wire	1	MDE						
						0118	R 01 005 000	000 000	211	Gen Ed/Spar/Pen Adj Aid					339,933.09	0.00
														Receipt Total:	\$339,933.09	\$0.00
														Deposit Total:	\$339,933.09	\$0.00
16381	0118	2														
FVFP program			22607	Credit	A	12/18/24	12182024	Wire	1	MDE						
						0118	R 02 005 770	000 706	300	FRESH FRUIT/VEG GRANT					1,692.69	0.00
														Receipt Total:	\$1,692.69	\$0.00
														Deposit Total:	\$1,692.69	\$0.00
16382	0118	2														
ELSA payment			22608	Credit	A	12/31/24	12312024	Wire	1	MDE						
						0118	R 04 500 582	000 337	300	Pathways II					3,472.20	0.00
														Receipt Total:	\$3,472.20	\$0.00
														Deposit Total:	\$3,472.20	\$0.00
16383	0118	2														
IDEAS and SNP			22609	Credit	A	12/30/24	12302024	Wire	1	MDE						
						0118	R 01 005 000	000 000	211	Gen Ed/Spar/Pen Adj Aid					175,949.91	0.00
						0118	R 07 005 000	000 000	234	Hmstd/Ag Market Value Crec					528.95	0.00
						0118	R 07 005 000	000 000	258	Other State Credits					10,439.92	0.00
						0118	R 07 005 000	000 000	229	Disparity Reduct Aid					16.00	0.00
						0118	R 04 500 582	000 344	300	School Readiness State Aids					6,647.23	0.00
						0118	R 04 500 583	000 354	300	PRESCH SCREEN					140.40	0.00
						0118	R 01 005 000	000 356	300	State Aids - Literacy Aid Curr					2,680.50	0.00
						0118	R 02 005 770	000 701	472	Spec Asst-Need Ch					19,693.11	0.00
						0118	R 02 005 770	000 701	471	Federal Lunch Aid					441.99	0.00
						0118	R 02 005 770	000 701	471	Federal Lunch Aid					2,160.84	0.00
						0118	R 02 005 770	000 705	476	Federal Breakfast					10,604.56	0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16383	0118	2														
IDEAS and SNP			22609	Credit	A	12/30/24	12302024	Wire	1	MDE	Minn Dept of ED					
						0118	R 02 005 770	000 701 300		STATE SCH LUNCH					613.87	0.00
														Receipt Total:	\$229,917.28	\$0.00
														Deposit Total:	\$229,917.28	\$0.00
16384	0118	chec														
Food Service deposits			22610	Credit	A	12/31/24	12312024	Wire	1	1069	Food Service					
						0118	B 02 230 001			Deferred Revenue					193.62	0.00
														Receipt Total:	\$193.62	\$0.00
														Deposit Total:	\$193.62	\$0.00
														Report Total:	\$735,010.79	\$0.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107158	6647		218 SIGNS & GRAPHICS		Check		
				E 03	005 760 000 720 420	letter van #H invoice #20240812		\$150.00	
	PO#: 20461	Voucher #:	75144	Invoice	Invoice No: 20240812- VAN	12/12/2024	Paid Amt:	\$150.00	
								Check Amount:	\$150.00
0118	chec	107159	3296		AMAZON.COM		Check		
				E 01	020 255 058 000 430	VIZ PRO MAGNETIC DRY ERASE BOARD 4i		\$48.90	
	PO#:	Voucher #:	75037	Invoice	Invoice No: 1GWQ-46K9-TWHC	12/12/2024	Paid Amt:	\$48.90	
				E 01	020 211 014 161 401	B07PW4NVY4 homepa 35pcs Air Pump Need		\$7.98	
				E 01	020 211 014 161 401	B07Q1JRWG2 Champion Sports RSPG7SET		\$27.88	
				E 01	020 211 014 161 401	B07T8CQGLJ Playground Balls, 8.5 Inch Dod		\$33.00	
				E 01	020 211 014 161 401	B08MKGKRQW Leeboom Jump Rope, Adjust		\$49.75	
				E 01	020 211 014 161 401	B09CYSLW89 HOLYLUCK Drawstring Backpa		\$9.88	
	PO#: 20320	Voucher #:	75149	Invoice	Invoice No: 1CG7-7K39-W6RC	12/12/2024	Paid Amt:	\$128.49	
				E 01	010 050 000 000 401	B08967Q8L1 Skywin-Exercise Dice, Fun Work		\$14.70	
				E 01	010 050 000 000 401	B0CMHLTKZF 50PCS Calm Strips for Anxiety		\$8.99	
				E 01	010 050 000 000 401	B0D6VNG5MJ 75Pcs Calm Strips for Anxiety :		\$15.99	
				E 01	010 050 000 000 401	B0DHGVXVQM Fidget Toys Sensory Stone fo		\$14.99	
				E 01	010 050 000 000 401	Amazon Shipping Charge		\$0.00	
	PO#: 20435	Voucher #:	75036	Invoice	Invoice No: 1NX9-YMVW-WXRX	12/12/2024	Paid Amt:	\$54.67	
				E 01	020 256 000 000 430	B01GKHG794 EAI Education Jumbo Magnetic		\$37.95	
				E 01	020 256 000 000 430	B01J8XK8L0 hand2mind Plastic Algebra Tiles		\$92.90	
				E 01	020 256 000 000 430	B088BBV7DS POWEROWL High Capacity LF		\$7.98	
				E 01	020 256 000 000 430	Amazon Shipping Charge		\$0.00	
	PO#: 20438	Voucher #:	75082	Invoice	Invoice No: 1GXY-NVW4-7X79	12/12/2024	Paid Amt:	\$138.83	
				E 01	010 212 000 000 430	B0042SSXVY Sax True Flow Heavy Bodied Ac		\$109.00	
				E 01	010 212 000 000 430	B00PEEYMN8 Sax - 1440731 Versatemp Hea		\$17.99	
				E 01	010 212 000 000 430	B01LXCGQQZ UCreate Watercolor Paper, Wf		\$31.21	
				E 01	010 212 000 000 430	B08TN27HBT Pacon Medium Weight Drawing		\$24.49	
				E 01	010 212 000 000 430	B0CZLB2975 Falling in Art 4 x 6" Pink Rubber		\$45.78	
				E 01	010 212 000 000 430	Amazon Shipping Charge		\$37.06	
	PO#: 20457	Voucher #:	75163	Invoice	Invoice No: 14WL-WF6Y-RDXL	12/12/2024	Paid Amt:	\$265.53	
				E 01	010 630 000 000 401	Brnghl 140W USB-C to Magnetic 3 Cable, Ma		\$16.99	
				E 01	010 630 000 000 401	Logitech Brio 101 Full HD 1080p Webcam Ma		\$24.99	
				E 01	020 630 000 000 401	2Pack for Apple USB C to USB C Charging Ca		\$7.99	
	PO#: 20437	Voucher #:	75035	Invoice	Invoice No: 1MRM-YTM6-14L1	12/12/2024	Paid Amt:	\$49.97	
				E 04	500 580 000 325 460	0688161170 I Love You Rituals		\$10.39	
				E 04	500 580 000 325 460	1623368839 Breathe Like a Bear: 30 Mindful M		\$10.93	
				E 04	500 580 000 325 460	B000F8XBTY Unifix Cubes, Ten Assorted Colc		\$55.07	
				E 04	500 580 000 325 460	B000VO3GPG Melissa & Doug Toy Shopping		\$47.59	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107159	3296		AMAZON.COM		Check		
				E 04	500 580 000 325 460	B0017T1SL8 Badger Basket Toy Doll Folding		\$33.49	
				E 04	500 580 000 325 460	B01ETS3HGC Nuova Premium Thermal Lami		\$136.40	
				E 04	500 580 000 325 460	B07W77GSG8 Self Adhesive Dots, Strong Adl		\$19.58	
				E 04	500 580 000 325 460	B08B5C7JH5 OneName Left-Handed Kids Sc		\$9.99	
				E 04	500 580 000 325 460	B09VZ4JC9X 48 Pack Restaurant Grade 8oz		\$50.99	
				E 04	500 580 000 325 460	B0C4P14ZTS LIVINGO Left Handed Kids Scis		\$7.99	
				E 04	500 580 000 325 460	B0CHY8L65P Tingle 200 Pcs Tipped Lacing		\$19.99	
				E 04	500 580 000 325 430	Amazon Shipping Charge		\$0.00	
	PO#: 20419	Voucher #:	75033	Invoice	Invoice No: 116Y-PYR6-QKH1	12/12/2024	Paid Amt:	\$402.41	
				E 01	020 255 000 000 430	Compressed Gas Osha Signs		\$14.72	
	PO#: 20436	Voucher #:	75034	Invoice	Invoice No: 1W3W-1DWN-1C43	12/12/2024	Paid Amt:	\$14.72	
				E 01	010 050 000 000 401	12 Pcs Plastic Storage Caddy		\$18.02	
				E 01	010 050 000 000 401	Shipping		\$6.99	
	PO#: 20462	Voucher #:	75138	Invoice	Invoice No: 1PRJ-JKK3-DL1Q	12/12/2024	Paid Amt:	\$25.01	
								Check Amount:	\$1,128.53
0118	chec	107160	04084		AMERICAN DISPOSAL		Check		
				E 01	005 810 000 000 331	November		\$2,119.90	
	PO#:	Voucher #:	75038	Invoice	Invoice No: 540510339	12/12/2024	Paid Amt:	\$2,119.90	
								Check Amount:	\$2,119.90
0118	chec	107161	1357		AMERICAN EAGLE SEC SYS INC		Check		
				E 05	005 865 000 347 305	Annual Certification and Calibration Cellular/ F		\$887.40	
	PO#: 20467	Voucher #:	75109	Invoice	Invoice No: 25344	12/12/2024	Paid Amt:	\$887.40	
								Check Amount:	\$887.40
0118	chec	107162	5502		APG MEDIA of MN		Check		
				E 01	005 110 000 000 380	HELP WANTED:CUSTODIAN, LT SUB		\$1,600.00	
	PO#:	Voucher #:	75091	Invoice	Invoice No: STMT 11/2024	12/12/2024	Paid Amt:	\$1,600.00	
								Check Amount:	\$1,600.00
0118	chec	107163	3425		BRAD AMUNDSON		Check		
				E 01	310 294 220 000 305	OFFICIAL		\$180.00	
				E 01	310 294 220 000 305	MILEAGE		\$80.40	
	PO#:	Voucher #:	75104	Invoice	Invoice No: 12/6 BBB	12/12/2024	Paid Amt:	\$260.40	
								Check Amount:	\$260.40
0118	chec	107164	6409		BRENDAN STRONG		Check		
				E 01	020 605 000 510 303	CONSULTING FEES		\$100.00	
	PO#:	Voucher #:	75097	Invoice	Invoice No: 12/7 Round Dance	12/12/2024	Paid Amt:	\$100.00	
								Check Amount:	\$100.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107165	6394		BRIAN BAUGHMAN		Check		
				E 01	310 294 220 000 305 OFFICIAL			\$180.00	
	PO#:	Voucher #:	75092	Invoice	Invoice No: 12/6-BBB	12/12/2024		Paid Amt:	\$180.00
								Check Amount:	\$180.00
0118	chec	107166	6695		BUMBLE AND BLOOMS FLORAL LLC		Check		
				E 04	500 505 000 321 305 Consulting Fees			\$495.00	
	PO#:	Voucher #:	75140	Invoice	Invoice No: 12/3/24	12/12/2024		Paid Amt:	\$495.00
								Check Amount:	\$495.00
0118	chec	107167	05062	R	CAPITAL ONE		Check		
				E 04	500 580 000 325 401 classroom supplies			\$59.94	
	PO#: 20275	Voucher #:	75039	Invoice	Invoice No: 214308732664115	12/12/2024		Paid Amt:	\$59.94
				E 04	500 580 000 325 401 classroom supplies			\$158.48	
	PO#: 20275	Voucher #:	75041	Invoice	Invoice No: 224313795035830	12/12/2024		Paid Amt:	\$158.48
				E 04	500 580 000 325 401 classroom supplies			\$71.31	
	PO#: 20275	Voucher #:	75042	Invoice	Invoice No: 494319673486562	12/12/2024		Paid Amt:	\$71.31
				E 01	010 206 011 433 401 PBIS Eagle Pride Incentives			\$350.39	
	PO#: 20315	Voucher #:	75040	Invoice	Invoice No: 614311862090891	12/12/2024		Paid Amt:	\$350.39
								Check Amount:	\$640.12
0118	chec	107168	5307		CLAYTON CRAWFORD JR		Check		
				E 01	020 605 000 510 303 CONSULTING FEES			\$250.00	
	PO#:	Voucher #:	75100	Invoice	Invoice No: 12/7- Round Dance	12/12/2024		Paid Amt:	\$250.00
								Check Amount:	\$250.00
0118	chec	107169	3663		CLIMATE MAKERS INC		Check		
				E 06	005 867 000 369 350 Repair Circ pump viesmeann boiler ECFE per			\$3,940.00	
	PO#: 20170	Voucher #:	75073	Invoice	Invoice No: 122441	12/12/2024		Paid Amt:	\$3,940.00
								Check Amount:	\$3,940.00
0118	chec	107170	06475		HEARTLAND TIRE SERVICE INC		Check		
				E 03	005 760 000 720 420 invoice #15028653			\$2,603.60	
				E 03	005 760 000 720 420 invoice #15028557			\$0.00	
	PO#: 20448	Voucher #:	75043	Invoice	Invoice No: 15028653	12/12/2024		Paid Amt:	\$2,603.60
								Check Amount:	\$2,603.60
0118	chec	107171	03788	R	HILLYARD/HUTCHINSON		Check		
				E 03	005 760 000 720 420 GLOVE NITRILE			\$79.60	
	PO#:	Voucher #:	75075	Invoice	Invoice No: 605646719	12/12/2024		Paid Amt:	\$79.60
				E 03	005 760 000 720 420 PAD HOLDER ALUMINUM			\$114.55	
	PO#:	Voucher #:	75074	Invoice	Invoice No: 605653789	12/12/2024		Paid Amt:	\$114.55
								Check Amount:	\$194.15

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107172	5590		HOLDEN ELECTRIC		Check		
				E 05	005 865 000 380 350	VVaporizer E stop per code repair est cost		\$2,000.00	
	PO#: 20389	Voucher #:	75076	Invoice	Invoice No: 78252	12/12/2024	Paid Amt:	\$2,000.00	
				E 06	005 867 000 370 350	Vaporizer 90amp service to from North riser to		\$7,050.00	
	PO#: 19727	Voucher #:	75077	Invoice	Invoice No: 78252A	12/12/2024	Paid Amt:	\$7,050.00	
				E 01	005 810 000 000 350	Bus Garage Server outlet tripping with 240 loa		\$195.13	
	PO#: 20235	Voucher #:	75044	Invoice	Invoice No: 78216	12/12/2024	Paid Amt:	\$195.13	
				E 05	005 865 000 363 350	Pavilion Outlets		\$245.13	
	PO#:	Voucher #:	75164	Invoice	Invoice No: 78215	12/12/2024	Paid Amt:	\$245.13	
								Check Amount:	\$9,490.26
0118	chec	107173	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01	005 810 000 000 420	open PO structure like last one for misc maint		\$0.59	
	PO#: 20096	Voucher #:	75145	Invoice	Invoice No: 2411-082193	12/12/2024	Paid Amt:	\$0.59	
				E 01	005 810 000 000 420	open PO structure like last one for misc maint		\$37.48	
	PO#: 20096	Voucher #:	75147	Invoice	Invoice No: 2411-082093	12/12/2024	Paid Amt:	\$37.48	
				E 01	020 255 058 000 430	Open P.O For Supplies		\$184.06	
	PO#: 20433	Voucher #:	75146	Invoice	Invoice No: 2411-082568	12/12/2024	Paid Amt:	\$184.06	
								Check Amount:	\$222.13
0118	chec	107174	5625		IRONHIDE EQUIPMENT INC		Check		
				E 01	005 810 000 000 420	wiper motor per quote 11-25-24		\$57.02	
	PO#: 20458	Voucher #:	75150	Invoice	Invoice No: 57681B	12/12/2024	Paid Amt:	\$57.02	
								Check Amount:	\$57.02
0118	chec	107175	02406		ISD #0002		Check		
				E 01	310 296 310 000 391	VB TRANSPORTATION		\$4,826.75	
				E 01	310 296 310 000 391	VB COACH SALARIES		\$8,868.81	
				E 01	310 296 310 000 391	VB GAME WORKERS		\$1,343.50	
				E 01	310 294 210 000 391	FB TRANSPORTATION		\$4,503.00	
				E 01	310 294 210 000 391	CROSS COUNTRY TRANSPORTATION		\$477.00	
	PO#:	Voucher #:	75081	Invoice	Invoice No: 1307	12/12/2024	Paid Amt:	\$20,019.06	
								Check Amount:	\$20,019.06
0118	chec	107176	6457		ITURITY LLC		Check		
				E 01	010 630 000 000 350	1 Lenovo 100e Gen 3 Non-Touch LCD Replac		\$99.00	
				E 01	010 630 000 000 350	chromebook missing keys replacement		\$29.00	
				E 01	010 630 000 000 350	2 Macbook Air A2337 LCD Assembly Replacer		\$758.00	
	PO#: 20427	Voucher #:	75079	Invoice	Invoice No: 241731	12/12/2024	Paid Amt:	\$886.00	
								Check Amount:	\$886.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107177	6694		JAMES CLOUD III		Check		
				E 01	020 605 000 510 303	CONSULTING FEES		\$200.00	
	PO#:	Voucher #:	75095	Invoice	Invoice No: 12/7 Round Dance			Paid Amt:	\$200.00
								Check Amount:	\$200.00
0118	chec	107178	3727		JENNIFER MULLIGAN		Check		
				E 01	310 294 220 000 184	GAME WORKER		\$55.00	
	PO#:	Voucher #:	75086	Invoice	Invoice No: BBB 12/6			Paid Amt:	\$55.00
								Check Amount:	\$55.00
0118	chec	107179	01098		JOHNSON TELEPHONE CO		Check		
				E 01	040 810 000 000 320	LSLC R4513		\$31.88	
	PO#:	Voucher #:	75110	Invoice	Invoice No: R4513 12/1			Paid Amt:	\$31.88
				E 01	005 010 000 000 320	R0520		\$611.23	
	PO#:	Voucher #:	75111	Invoice	Invoice No: R0520 12/1/24			Paid Amt:	\$611.23
								Check Amount:	\$643.11
0118	chec	107180	5441		JOSEPH JOURDAIN		Check		
				E 01	020 605 000 320 305	Consulting Fees		\$400.00	
	PO#:	Voucher #:	75096	Invoice	Invoice No: 12/7 Round Dance			Paid Amt:	\$400.00
								Check Amount:	\$400.00
0118	chec	107181	6654		REMIT KIMBALL MIDWEST		Check		
				E 03	005 760 000 720 401	invoice #102788737		\$249.47	
	PO#: 20453	Voucher #:	75047	Invoice	Invoice No: 102788737			Paid Amt:	\$249.47
				E 03	005 760 000 720 401	invoice #102807803		\$334.87	
	PO#: 20453	Voucher #:	75046	Invoice	Invoice No: 102807803			Paid Amt:	\$334.87
								Check Amount:	\$584.34
0118	chec	107182	6665		KIMBERLY K. SCHULTZ		Check		
				E 04	500 505 000 321 305	Yoga Instruction		\$780.00	
	PO#:	Voucher #:	75045	Invoice	Invoice No: Yoga			Paid Amt:	\$780.00
								Check Amount:	\$780.00
0118	chec	107183	4726		LANCE NELSON		Check		
				E 01	310 294 220 000 305	OFFICIAL		\$180.00	
	PO#:	Voucher #:	75103	Invoice	Invoice No: 12/6 BBB			Paid Amt:	\$180.00
								Check Amount:	\$180.00
0118	chec	107184	6515		LIAM WAKE		Check		
				E 01	310 294 220 000 184	GAME WORKER		\$45.00	
	PO#:	Voucher #:	75085	Invoice	Invoice No: BBB 12/5			Paid Amt:	\$45.00
				E 01	310 294 220 000 184	GAME WORKER		\$45.00	
	PO#:	Voucher #:	75087	Invoice	Invoice No: BBB 12/6			Paid Amt:	\$45.00
								Check Amount:	\$90.00

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107185	5965		LOGAN MONROE		Check		
				E 01	020 605 000 320 305	Consulting Fees		\$850.00	
	PO#:	Voucher #:	75093	Invoice	Invoice No: 11/19-12/3		12/12/2024	Paid Amt:	\$850.00
								Check Amount:	\$850.00
0118	chec	107186	6532		MARQUEL CRAWFORD		Check		
				E 01	020 605 000 510 303	CONSULTING FEES		\$250.00	
	PO#:	Voucher #:	75101	Invoice	Invoice No: 12/7 Round Dance		12/12/2024	Paid Amt:	\$250.00
								Check Amount:	\$250.00
0118	chec	107187	5293		MATTHEW CARLEY		Check		
				E 01	020 605 000 510 303	CONSULTING FEES		\$250.00	
	PO#:	Voucher #:	75098	Invoice	Invoice No: 12/7- Round Dance		12/12/2024	Paid Amt:	\$250.00
								Check Amount:	\$250.00
0118	chec	107188	6613		MEDSURETY		Check		
				E 01	005 110 000 000 299	HSA		\$102.00	
				E 01	005 110 000 000 299	MFSA		\$3.50	
				E 01	005 110 000 000 299	FSA		\$21.00	
	PO#:	Voucher #:	75083	Invoice	Invoice No: 37071		12/12/2024	Paid Amt:	\$126.50
								Check Amount:	\$126.50
0118	chec	107189	6600		MICHAEL JONES		Check		
				E 01	020 605 000 510 303	CONSULTING FEES		\$250.00	
	PO#:	Voucher #:	75099	Invoice	Invoice No: 12/7 - Round Dance		12/12/2024	Paid Amt:	\$250.00
								Check Amount:	\$250.00
0118	chec	107190	4225		MIDWEST BUS PARTS		Check		
				E 03	005 760 000 720 401	invoice #20844		\$89.85	
	PO#: 20446	Voucher #:	75048	Invoice	Invoice No: 208444		12/12/2024	Paid Amt:	\$89.85
				E 03	005 760 000 720 420	invoice #208663		\$1,067.40	
	PO#: 20446	Voucher #:	75049	Invoice	Invoice No: 208663		12/12/2024	Paid Amt:	\$1,067.40
				E 03	005 760 000 720 420	invoice #20822		\$381.80	
	PO#: 20446	Voucher #:	75050	Invoice	Invoice No: 208200		12/12/2024	Paid Amt:	\$381.80
								Check Amount:	\$1,539.05
0118	chec	107191	06184		MINNESOTA NORTH COLLEGE		Check		
				E 01	020 211 000 000 394	Lillia Thompson		\$3,137.29	
	PO#:	Voucher #:	75051	Invoice	Invoice No: Fall 2024		12/12/2024	Paid Amt:	\$3,137.29
								Check Amount:	\$3,137.29
0118	chec	107192	5222		MRI Software LLC		Check		
				E 01	005 110 000 000 305	JULIE BRIERLEY		\$20.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107192	5222		MRI Software LLC		Check		
				E 01	005 110 000 000 305	STEEVEN SMITH		\$10.00	
PO#:	Voucher #:	75139	Invoice	Invoice No:	MRIUS2195273	12/12/2024	Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
0118	chec	107193	6693		NATHAN MERTENS		Check		
				E 01	310 294 220 000 305	OFFICIAL		\$180.00	
PO#:	Voucher #:	75088	Invoice	Invoice No:	12/5 BBB	12/12/2024	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0118	chec	107194	4213	R	NCS PEARSON INC		Check		
				E 01	010 420 000 740 433	Assessment Forms NCS		\$828.31	
				E 01	010 420 000 740 433	Assessment Forms bill Deer River		\$1,242.40	
PO#: 20413	Voucher #:	75080	Invoice	Invoice No:	27177174	12/12/2024	Paid Amt:	\$2,070.71	
							Check Amount:	\$2,070.71	
0118	chec	107195	5620		NELSON ROOFING INC		Check		
				E 01	005 810 000 000 350	Roof Leak B121 repair		\$2,785.00	
PO#: 20468	Voucher #:	75160	Invoice	Invoice No:	8458	12/12/2024	Paid Amt:	\$2,785.00	
							Check Amount:	\$2,785.00	
0118	chec	107196	4065		NORTHERN STAR COOPERATIVE		Check		
				E 03	005 760 000 720 441	GASOLINE		\$2,076.51	
				E 03	005 760 000 720 444	DIESEL		\$4,833.82	
PO#:	Voucher #:	75052	Invoice	Invoice No:	STMT 11/30/24	12/12/2024	Paid Amt:	\$6,910.33	
				E 01	020 255 056 000 430	100 lb Propane fill, Forging Activities		\$85.90	
PO#: 20289	Voucher #:	75053	Invoice	Invoice No:	8104	12/12/2024	Paid Amt:	\$85.90	
							Check Amount:	\$6,996.23	
0118	chec	107197	6691		NUMERICALLY AUTOMATED CUTTING SYSTEMS LLC		Check		
				E 01	020 399 000 628 430	Shop Sabre 23 Router System (Perkins Funds)		\$9,200.00	
				E 01	020 255 058 000 430	ShopSabre 23 Router System (ALI Funds)		\$2,396.00	
PO#: 20451	Voucher #:	75084	Invoice	Invoice No:	004561-R1	12/12/2024	Paid Amt:	\$11,596.00	
							Check Amount:	\$11,596.00	
0118	chec	107198	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 420	CORE RETURN		\$44.00	
PO#:	Voucher #:	75054	Credit	Invoice No:	1533-240458	12/12/2024	Paid Amt:	(\$44.00)	
				E 03	005 760 000 720 401	invoice# 241142		\$19.98	
PO#: 20445	Voucher #:	75055	Invoice	Invoice No:	1533-241142	12/12/2024	Paid Amt:	\$19.98	
				E 03	005 760 000 720 401	invoice #242186		\$10.99	
PO#: 20445	Voucher #:	75057	Invoice	Invoice No:	1533-242186	12/12/2024	Paid Amt:	\$10.99	
				E 03	005 760 000 720 401	invoice #242212		\$27.97	
PO#: 20445	Voucher #:	75056	Invoice	Invoice No:	1533-242212	12/12/2024	Paid Amt:	\$27.97	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107198	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 401	invoice #242127		\$120.89	
	PO#:	20445	Voucher #:	75058	Invoice	Invoice No: 1533-242127	12/12/2024	Paid Amt:	\$120.89
								Check Amount:	\$135.83
0118	chec	107199	6479		REMIT PAMLICOAIR		Check		
				E 01	005 810 000 000 410	AHU filters per quote 10-25-24		\$1,803.00	
	PO#:	20390	Voucher #:	75078	Invoice	Invoice No: INV138849 & INV139924	12/12/2024	Paid Amt:	\$1,803.00
								Check Amount:	\$1,803.00
0118	chec	107200	5246		PAT GREENDAHL		Check		
				E 01	310 294 220 000 305	OFFICIAL		\$180.00	
				E 01	310 294 220 000 305	MILEAGE		\$93.80	
	PO#:		Voucher #:	75090	Invoice	Invoice No: 12/5-BBB	12/12/2024	Paid Amt:	\$273.80
								Check Amount:	\$273.80
0118	chec	107201	4632		PEMBERTON SORLIE RUFER &		Check		
				E 01	005 110 000 000 305	Consulting Fees		\$149.50	
	PO#:		Voucher #:	75161	Invoice	Invoice No: 179	12/12/2024	Paid Amt:	\$149.50
								Check Amount:	\$149.50
0118	chec	107202	3306		REMIT PEPSI BEVERAGES CO		Check		
				E 01	310 292 125 000 490	CONCESSION FOOD		\$719.51	
	PO#:		Voucher #:	75105	Invoice	Invoice No: 53501004	12/12/2024	Paid Amt:	\$719.51
				E 01	310 298 311 301 402	STAFF LOUNGE		\$155.52	
				E 01	310 298 114 301 402	STAFF LOUNGE		\$155.52	
	PO#:		Voucher #:	75107	Invoice	Invoice No: 53501006	12/12/2024	Paid Amt:	\$311.04
				E 01	310 298 069 301 402	HS STUDENT LEADERSHIP		\$288.23	
	PO#:		Voucher #:	75106	Invoice	Invoice No: 53501005	12/12/2024	Paid Amt:	\$288.23
								Check Amount:	\$1,318.78
0118	chec	107203	5276		PERRIN MOBILE MEDICAL		Check		
				E 03	005 760 000 720 430	TESTING		\$180.00	
	PO#:		Voucher #:	75061	Invoice	Invoice No: 8656	12/12/2024	Paid Amt:	\$180.00
								Check Amount:	\$180.00
0118	chec	107204	06636		PINE CONE PRESS CITIZEN		Check		
				E 04	500 505 000 321 380	COMMUNITY CHRISTMAS		\$156.40	
	PO#:		Voucher #:	75060	Invoice	Invoice No: COMM.ED STMT 11/2024	12/12/2024	Paid Amt:	\$156.40
				E 01	005 110 000 000 380	SUB TEACHER WANTED		\$176.80	
				E 01	005 110 000 000 380	CUSTODIAN WANTED		\$190.40	
				E 01	005 110 000 000 380	SUB TEACHER WANTED		\$176.80	
	PO#:		Voucher #:	75059	Invoice	Invoice No: STMT 11/26	12/12/2024	Paid Amt:	\$544.00
								Check Amount:	\$700.40

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107205	5474		RAPID GARAGE DOOR COMPANY INC.		Check		
				E 06	005 867 000 369 350	bus garage door panel damaged est cost		\$957.00	
	PO#: 20313	Voucher #:	75159	Invoice	Invoice No: 29486	12/12/2024	Paid Amt:	\$957.00	
							Check Amount:	\$957.00	
0118	chec	107206	03258		RAPIDS WELDING SUPPLY		Check		
				E 03	005 760 000 720 420	ACETONE		\$12.00	
				E 03	005 760 000 720 420	OXYGEN		\$22.00	
				E 03	005 760 000 720 420	POLY PROPYLENE		\$5.50	
				E 03	005 760 000 720 420	ARGON/CO2		\$5.50	
	PO#:	Voucher #:	75062	Invoice	Invoice No: 0030047891	12/12/2024	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
0118	chec	107207	4778		RICHARD KEHOE		Check		
				E 01	310 294 220 000 305	OFFICIAL		\$180.00	
	PO#:	Voucher #:	75089	Invoice	Invoice No: 12/5-BBB	12/12/2024	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0118	chec	107208	5074		RODNEY JOHNSON		Check		
				E 01	020 605 000 510 303	CONSULTING FEES		\$400.00	
	PO#:	Voucher #:	75094	Invoice	Invoice No: 12/7 Round Dance	12/12/2024	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0118	chec	107209	05304		SANDSTROM'S		Check		
				E 02	005 770 000 705 495	BREAKFAST MILK		\$278.07	
				E 02	005 770 000 701 495	LUNCH MILK		\$111.00	
	PO#:	Voucher #:	75122	Invoice	Invoice No: 526296	12/12/2024	Paid Amt:	\$389.07	
				E 02	005 770 000 705 495	BREAKFAST MILK		\$90.00	
				E 02	005 770 000 701 495	LUNCH MILK		\$191.56	
	PO#:	Voucher #:	75113	Invoice	Invoice No: 528224	12/12/2024	Paid Amt:	\$281.56	
				E 02	005 770 000 705 495	BREAKFAST MILK		\$11.56	
				E 02	005 770 000 701 495	LUNCH MILK		\$364.07	
	PO#:	Voucher #:	75125	Invoice	Invoice No: 527777	12/12/2024	Paid Amt:	\$375.63	
				E 01	310 292 125 000 490	CONCESSION STAND		\$550.46	
	PO#:	Voucher #:	75112	Invoice	Invoice No: 528242	12/12/2024	Paid Amt:	\$550.46	
				E 02	005 770 000 705 495	BREAKFAST MILK		\$141.28	
				E 02	005 770 000 701 495	LUNCH MILK		\$300.00	
	PO#:	Voucher #:	75124	Invoice	Invoice No: 527163	12/12/2024	Paid Amt:	\$441.28	
				E 02	005 770 000 705 495	BREAKFAST MILK		\$111.00	
				E 02	005 770 000 701 495	LUNCH MILK		\$231.78	
	PO#:	Voucher #:	75121	Invoice	Invoice No: 526025	12/12/2024	Paid Amt:	\$342.78	
				E 02	005 770 000 705 495	BREAKFAST MILK		\$67.28	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	107209	05304		SANDSTROM'S		Check
				E 02	005 770 000 701 495	LUNCH MILK	\$240.00
PO#:	Voucher #:	75123	Invoice	Invoice No:	526872	12/12/2024	Paid Amt: \$307.28
							Check Amount: \$2,688.06
0118	chec	107210	6314		SFM		Check
				E 01	005 110 000 000 270	WORK COMP-JANUARY	\$3,685.00
PO#:	Voucher #:	75063	Invoice	Invoice No:	3459372	12/12/2024	Paid Amt: \$3,685.00
							Check Amount: \$3,685.00
0118	chec	107211	5941		SOURCEWELL		Check
				E 01	020 640 200 000 366	HRS Cohort	\$1,900.00
				E 01	020 640 000 316 820	Comprehensive package	\$2,000.00
				E 01	010 640 000 316 820	Comprehensive package	\$2,000.00
PO#:	Voucher #:	75168	Invoice	Invoice No:	INV00003750	12/12/2024	Paid Amt: \$5,900.00
							Check Amount: \$5,900.00
0118	chec	107212	6514		SYSCO WESTERN MINNESOTA, INC		Check
				E 02	005 770 000 705 490	BREAKFAST	\$568.70
				E 02	005 770 000 701 490	LUNCH	\$669.72
				E 02	005 770 000 701 490	SUPPLIES	\$60.41
PO#:	Voucher #:	75126	Invoice	Invoice No:	253776243	12/12/2024	Paid Amt: \$1,298.83
				E 02	005 770 000 701 490	LUNCH COMMODITIES	\$53.11
PO#:	Voucher #:	75127	Invoice	Invoice No:	253776242	12/12/2024	Paid Amt: \$53.11
				E 02	005 770 000 701 490	LUNCH COMMODITIES	\$22.07
PO#:	Voucher #:	75128	Invoice	Invoice No:	253776244	12/12/2024	Paid Amt: \$22.07
				E 02	005 770 000 705 490	BREAKFAST	\$220.51
				E 02	005 770 000 701 490	LUNCH	\$940.06
				E 02	005 770 000 706 490	FRUIT & VEGGIE	\$123.87
PO#:	Voucher #:	75129	Invoice	Invoice No:	253781670	12/12/2024	Paid Amt: \$1,284.44
				E 02	005 770 000 706 490	FRUIT & VEGGIE	\$248.10
				E 02	005 770 000 705 490	BREAKFAST	\$438.29
				E 02	005 770 000 701 490	LUNCH	\$1,273.61
				E 02	005 770 000 701 401	SUPPLIES	\$46.14
				E 01	310 292 125 000 490	CONCESSION	\$128.26
PO#:	Voucher #:	75130	Invoice	Invoice No:	253787127	12/12/2024	Paid Amt: \$2,134.40
				E 02	005 770 000 701 490	LUNCH COMMODITIES	\$45.95
PO#:	Voucher #:	75131	Invoice	Invoice No:	253787128	12/12/2024	Paid Amt: \$45.95
							Check Amount: \$4,838.80
0118	chec	107213	6146		TC's FOODS INC		Check
				E 01	020 605 000 320 490	Consumables	\$26.55
PO#:	Voucher #:	75166	Invoice	Invoice No:	256631	12/12/2024	Paid Amt: \$26.55

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	107213	6146		TC's FOODS INC		Check
				E 02	005 770 000 701 490 LUNCH		\$14.40
PO#:	Voucher #:	75134	Invoice	Invoice No:	255731	12/12/2024	Paid Amt: \$14.40
				E 01	020 605 000 510 490 Consumables-drum group		\$6.99
PO#:	20425	Voucher #:	75135	Invoice	Invoice No:	6.99	12/12/2024
				E 02	005 770 000 701 490 LUNCH		\$22.08
PO#:	Voucher #:	75136	Invoice	Invoice No:	253972	12/12/2024	Paid Amt: \$22.08
				E 02	005 770 000 701 490 LUNCH		\$15.25
PO#:	Voucher #:	75137	Invoice	Invoice No:	254185	12/12/2024	Paid Amt: \$15.25
				E 01	020 605 000 320 490 Consumables		\$37.27
PO#:	20484	Voucher #:	75167	Invoice	Invoice No:	256026	12/12/2024
				E 01	020 605 000 320 490 Consumables		\$7.47
PO#:	20484	Voucher #:	75165	Invoice	Invoice No:	256682	12/12/2024
							Paid Amt: \$7.47
							Check Amount: \$130.01
0118	chec	107214	5767		TINA HARCEY		Check
				E 01	310 296 320 301 402 Shooting Shirts		\$645.00
PO#:	20463	Voucher #:	75108	Invoice	Invoice No:	499673	12/12/2024
							Paid Amt: \$645.00
							Check Amount: \$645.00
0118	chec	107215	01099		UPPER LAKES FOODS, INC		Check
				E 02	005 770 000 706 490 FRUIT & VEGGIE		\$210.30
PO#:	Voucher #:	75117	Invoice	Invoice No:	543724-00	12/12/2024	Paid Amt: \$210.30
				E 02	005 770 000 705 490 BREAKFAST		\$57.32
				E 02	005 770 000 701 490 LUNCH		\$548.35
PO#:	Voucher #:	75119	Invoice	Invoice No:	547045-00	12/12/2024	Paid Amt: \$605.67
				E 02	005 770 000 705 490 BREAKFAST		\$363.19
				E 02	005 770 000 701 490 LUNCH		\$1,450.75
PO#:	Voucher #:	75115	Invoice	Invoice No:	543719-00	12/12/2024	Paid Amt: \$1,813.94
				E 02	005 770 000 706 490 FRUIT & VEGGIE		\$124.11
PO#:	Voucher #:	75114	Invoice	Invoice No:	552885-00	12/12/2024	Paid Amt: \$124.11
				E 02	005 770 000 705 490 BREAKFAST		\$534.84
				E 02	005 770 000 701 490 LUNCH		\$1,572.43
PO#:	Voucher #:	75120	Invoice	Invoice No:	552887-00	12/12/2024	Paid Amt: \$2,107.27
				E 02	005 770 000 706 490 FRUIT & VEGGIE		\$513.52
PO#:	Voucher #:	75118	Invoice	Invoice No:	547044-00	12/12/2024	Paid Amt: \$513.52
				E 02	005 770 000 701 490 LUNCH		\$374.52
PO#:	Voucher #:	75116	Invoice	Invoice No:	543723-00	12/12/2024	Paid Amt: \$374.52
							Check Amount: \$5,749.33

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107216	5581		US FOODS INC		Check		
				E 02 005 770 000 701 490	lunch			\$77.87	
PO#:	Voucher #:	75153	Invoice	Invoice No: 3836275		12/12/2024	Paid Amt:		\$77.87
				E 02 005 770 000 705 490	BREAKFAST			\$279.70	
				E 02 005 770 000 701 490	LUNCH			\$902.35	
				E 02 005 770 000 701 401	SUPPLIES			\$410.99	
PO#:	Voucher #:	75132	Invoice	Invoice No: 4441746		12/12/2024	Paid Amt:		\$1,593.04
				E 02 005 770 000 706 490	FRUIT & VEGGIES			\$207.46	
PO#:	Voucher #:	75133	Invoice	Invoice No: 4441747		12/12/2024	Paid Amt:		\$207.46
				E 02 005 770 000 701 490	lunch			\$41.30	
PO#:	Voucher #:	75151	Credit	Invoice No: 5933916		12/12/2024	Paid Amt:		(\$41.30)
				E 02 005 770 000 705 490	Food			\$2.12	
PO#:	Voucher #:	75152	Credit	Invoice No: 5942376		12/12/2024	Paid Amt:		(\$2.12)
								Check Amount:	\$1,834.95
0118	chec	107217	6660		REMIT VESTIS GROUP INC		Check		
				E 01 005 810 000 000 350	3x10 and 3x5 matt in door 5 entry way thru Jur			\$8.61	
PO#: 20252	Voucher #:	75064	Invoice	Invoice No: 2630358608		12/12/2024	Paid Amt:		\$8.61
				E 01 005 810 000 000 350	3x10 and 3x5 matt in door 5 entry way thru Jur			\$8.61	
PO#: 20252	Voucher #:	75065	Invoice	Invoice No: 2630361242		12/12/2024	Paid Amt:		\$8.61
				E 03 005 760 000 720 401	Uniforms and shop towels			\$14.26	
PO#: 20206	Voucher #:	75067	Invoice	Invoice No: 2630355943		12/12/2024	Paid Amt:		\$14.26
				E 03 005 760 000 720 401	Uniforms and shop towels			\$14.26	
PO#: 20206	Voucher #:	75068	Invoice	Invoice No: 2630358607		12/12/2024	Paid Amt:		\$14.26
				E 03 005 760 000 720 401	Uniforms and shop towels			\$25.26	
PO#: 20206	Voucher #:	75069	Invoice	Invoice No: 2630361241		12/12/2024	Paid Amt:		\$25.26
				E 02 005 770 000 701 401	Uniforms and linens			\$11.15	
PO#: 20327	Voucher #:	75070	Invoice	Invoice No: 2630355942		12/12/2024	Paid Amt:		\$11.15
				E 02 005 770 000 701 401	Uniforms and linens			\$11.15	
PO#: 20327	Voucher #:	75071	Invoice	Invoice No: 2630358606		12/12/2024	Paid Amt:		\$11.15
				E 02 005 770 000 701 401	Uniforms and linens			\$11.15	
PO#: 20327	Voucher #:	75072	Invoice	Invoice No: 2630361240		12/12/2024	Paid Amt:		\$11.15
				E 01 005 810 000 000 350	3x10 and 3x5 matt in door 5 entry way thru Jur			\$8.61	
PO#: 20252	Voucher #:	75066	Invoice	Invoice No: 2630355944		12/12/2024	Paid Amt:		\$8.61
				E 03 005 760 000 720 401	Uniforms and shop towels			\$17.56	
PO#: 20206	Voucher #:	75141	Invoice	Invoice No: 2630363925		12/12/2024	Paid Amt:		\$17.56
				E 01 005 810 000 000 350	3x10 and 3x5 matt in door 5 entry way thru Jur			\$8.61	
PO#: 20252	Voucher #:	75142	Invoice	Invoice No: 2630363926		12/12/2024	Paid Amt:		\$8.61

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107217	6660		REMIT VESTIS GROUP INC		Check		
				E 02	005 770 000 701 401	Uniforms and linens		\$11.15	
	PO#: 20327	Voucher #: 75143		Invoice	Invoice No: 2630363924	12/12/2024	Paid Amt:	\$11.15	
							Check Amount:	\$150.38	
0118	chec	107218	6625		WESLEY JOURDAIN		Check		
				E 01	020 605 000 510 303	CONSULTING FEES		\$400.00	
	PO#:	Voucher #: 75102		Invoice	Invoice No: 12/7 Round Dance	12/12/2024	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0118	chec	107219	6682		CATHY SHIELDS		Check		
				E 01	010 258 105 000 430	Payment for dress rehearsal and accompanim		\$150.00	
	PO#: 20502	Voucher #: 75169		Invoice	Invoice No: 12/19/2024	12/19/2024	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0118	chec	107220	3296		AMAZON.COM		Check		
				E 01	005 020 000 000 401	B0028SCBV8 ExcelMark Custom Stamp – Cle		\$9.99	
				E 01	005 020 000 000 401	B08CF6HZQZ 2" x 8" Custom Engraved Name		\$7.98	
	PO#: 20471	Voucher #: 75179		Invoice	Invoice No: 1XLC-1K1X-N1NQ	12/20/2024	Paid Amt:	\$17.97	
				E 01	020 050 000 000 401	B000J07BRQ Scotch Heavy Duty Shipping Pa		\$12.88	
				E 01	020 050 000 000 401	B01ETS3HGC Nuova Premium Thermal Lami		\$55.65	
				E 01	020 050 000 000 401	B071JM699P Amazon Basics Wood-Cased #2		\$13.46	
				E 01	020 050 000 000 401	B07D4YF3K4 Neenah Index Cardstock, 8.5" x		\$38.97	
				E 01	020 050 000 000 401	B07W77GSG8 Self Adhesive Dots, Strong Adl		\$9.79	
				E 01	020 050 000 000 401	B0882RXPNS Mr. Pen- Erasers, Pencil Eraser		\$5.98	
				E 01	020 050 000 000 401	B089TYRM7Q Bic Mechanical Pencil #2 EXTf		\$16.69	
				E 01	020 050 000 000 401	B08HW989DZ Scissors Bulk Set of 25-Pack, I		\$19.99	
				E 01	020 050 000 000 401	B0BR5QRSC 208 PCS Binder Clips Paper C		\$21.66	
				E 01	020 050 000 000 401	Amazon Shipping Charge		\$0.00	
	PO#: 20498	Voucher #: 75212		Invoice	Invoice No: 1KHH-3T73-3C7F	12/20/2024	Paid Amt:	\$195.07	
							Check Amount:	\$213.04	
0118	chec	107221	06415		ANDERSON GLASS		Check		
				E 03	005 760 000 720 350	repair chips on bus #94		\$380.00	
	PO#: 20494	Voucher #: 75219		Invoice	Invoice No: I057237	12/20/2024	Paid Amt:	\$380.00	
							Check Amount:	\$380.00	
0118	chec	107222	6283		ANDREW FORBORT		Check		
				E 01	310 296 320 000 305	OFFICIAL		\$180.00	
				E 01	310 296 320 000 305	MILEAGE		\$30.15	
	PO#:	Voucher #: 75177		Invoice	Invoice No: 12/10/24	12/20/2024	Paid Amt:	\$210.15	
							Check Amount:	\$210.15	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107223	3284	R	APPLE COMPUTER INC		Check		
				E 01	020 211 000 000 430	MW2G3AM/A 30W USB-C Power Adapter		\$39.00	
				E 01	020 211 000 000 430	MYQT3AM/A 240W USB-C Charge Cable (2 n		\$29.00	
	PO#: 20466	Voucher #:	75176	Invoice	Invoice No: MB41515100	12/20/2024	Paid Amt:	\$68.00	
							Check Amount:	\$68.00	
0118	chec	107224	6697		BLUE CROSS BLUE SHIELD OF MINNESOTA		Check		
				E 01	010 203 000 000 291	ELEM. RETIREE		\$962.91	
				E 01	020 211 000 000 291	SEC. RETIREE		\$1,778.63	
				B 01	215 031	DISTRICT CONTRIBUTION		\$38,622.45	
	PO#:	Voucher #:	75172	Invoice	Invoice No: 241217080386	12/20/2024	Paid Amt:	\$41,363.99	
							Check Amount:	\$41,363.99	
0118	chec	107225	2839		CENTRAL LAKES COLLEGE		Check		
				E 01	020 211 000 000 394	CIS classes		\$15,000.00	
	PO#:	Voucher #:	75190	Invoice	Invoice No: CI0000004389	12/20/2024	Paid Amt:	\$15,000.00	
							Check Amount:	\$15,000.00	
0118	chec	107226	4397		DELTA DENTAL OF MN		Check		
				E 01	010 203 000 000 291	ELEM. RETIREE		\$100.88	
				E 01	020 211 000 000 291	SEC. RETIREE		\$148.82	
				E 01	010 050 000 000 291	ADMIN RETIREE		\$148.82	
				B 01	215 046	DISTRICT CONTRIBUTION		\$3,289.68	
	PO#:	Voucher #:	75171	Invoice	Invoice No: RIS0006155108	12/20/2024	Paid Amt:	\$3,688.20	
							Check Amount:	\$3,688.20	
0118	chec	107227	5419		DSC		Check		
				E 03	005 760 000 000 548	Install Labor & trip charge		\$1,445.00	
	PO#: 20434	Voucher #:	75216	Invoice	Invoice No: 2250471	12/20/2024	Paid Amt:	\$1,445.00	
							Check Amount:	\$1,445.00	
0118	chec	107228	6671		EDWARDS OIL, INC		Check		
				E 01	005 810 000 000 442	PROPANE		\$566.49	
	PO#:	Voucher #:	75173	Invoice	Invoice No: IN762957	12/20/2024	Paid Amt:	\$566.49	
				E 01	005 810 000 000 442	PROPANE		\$385.28	
	PO#:	Voucher #:	75174	Invoice	Invoice No: IN762959	12/20/2024	Paid Amt:	\$385.28	
							Check Amount:	\$951.77	
0118	chec	107229	02732		ISD #0318		Check		
				E 01	005 640 000 316 366	ParaPro Williams		\$55.00	
	PO#: 20382	Voucher #:	75217	Invoice	Invoice No: 0002500057	12/20/2024	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107230	01095		LAKE COUNTRY POWER		Check		
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$56.00	
PO#:	Voucher #:	75181	Invoice	Invoice No:	10000175	11/1-12/1/2	12/20/2024	Paid Amt:	\$56.00
				E 01	005 810 000 000 332	MAIN SCHOOL		\$10,132.00	
PO#:	Voucher #:	75184	Invoice	Invoice No:	90000203	11/24-12/24	12/20/2024	Paid Amt:	\$10,132.00
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$97.00	
PO#:	Voucher #:	75185	Invoice	Invoice No:	1000176	11/24-12/24	12/20/2024	Paid Amt:	\$97.00
				E 01	005 810 000 000 332	ECFE BUILDING		\$786.00	
PO#:	Voucher #:	75183	Invoice	Invoice No:	90000206	11/1-12/1/2	12/20/2024	Paid Amt:	\$786.00
				E 01	005 810 000 000 332	BOILER HOUSE		\$9,565.00	
PO#:	Voucher #:	75182	Invoice	Invoice No:	90000204/205	11/1-12	12/20/2024	Paid Amt:	\$9,565.00
								Check Amount:	\$20,636.00
0118	chec	107231	06136		LAKES COUNTRY SERV COOP		Check		
				E 03	005 760 000 720 290	Drug analysis 11/19/24		\$126.00	
PO#:	Voucher #:	75210	Invoice	Invoice No:	100683		12/20/2024	Paid Amt:	\$126.00
								Check Amount:	\$126.00
0118	chec	107232	6515		LIAM WAKE		Check		
				E 01	310 296 320 000 184	GAME WORKER		\$55.00	
PO#:	Voucher #:	75186	Invoice	Invoice No:	12/13	GBB	12/20/2024	Paid Amt:	\$55.00
				E 01	310 296 320 000 184	GAME WORKER		\$90.00	
PO#:	Voucher #:	75180	Invoice	Invoice No:	12/10	GBB	12/20/2024	Paid Amt:	\$90.00
								Check Amount:	\$145.00
0118	chec	107233	5965		LOGAN MONROE		Check		
				E 01	020 605 000 320 305	Consulting Fees		\$400.00	
PO#:	Voucher #:	75187	Invoice	Invoice No:	12/17/24		12/20/2024	Paid Amt:	\$400.00
								Check Amount:	\$400.00
0118	chec	107234	6633		MADISON SHEPARD		Check		
				E 01	010 206 011 433 401	Long Sleeve Black T-shirts Size Small		\$40.00	
				E 01	010 206 011 433 401	Long Sleeve Black T-shirts Size Large		\$20.00	
				E 01	010 206 011 433 401	Short Sleeve Grey T-shirt Size Large		\$18.00	
PO#: 20493	Voucher #:	75194	Invoice	Invoice No:	12/16/2024		12/20/2024	Paid Amt:	\$78.00
								Check Amount:	\$78.00
0118	chec	107235	1095		MARCO TECHNOLOGIES LLC		Check		
				E 01	005 110 371 000 580	DISTRICT		\$559.78	
				E 01	010 203 202 000 580	ELEM		\$559.78	
				E 01	020 211 000 000 580	SECONDARY		\$559.78	
PO#:	Voucher #:	75188	Invoice	Invoice No:	544319239		12/20/2024	Paid Amt:	\$1,679.34
								Check Amount:	\$1,679.34

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107236	6696		MARYLEE IVANCICH		Check		
				R 01	310 292 110 000 050	Activity Fees		\$35.00	
PO#:	Voucher #:	75213	Invoice		Invoice No: AIDEN BB FEE	12/20/2024	Paid Amt:	\$35.00	
							Check Amount:	\$35.00	
0118	chec	107237	2305		MATT KUNNARI		Check		
				E 01	310 296 320 000 305	OFFICIAL		\$180.00	
PO#:	Voucher #:	75189	Invoice		Invoice No: 12/10/24	12/20/2024	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0118	chec	107238	6613		MEDSURETY		Check		
				E 01	005 110 000 000 299	HSA		\$99.00	
				E 01	005 110 000 000 299	MFSA-HSA		\$3.50	
				E 01	005 110 000 000 299	MFSA		\$24.50	
PO#:	Voucher #:	75195	Invoice		Invoice No: 34769	12/20/2024	Paid Amt:	\$127.00	
							Check Amount:	\$127.00	
0118	chec	107239	5867		MINER'S INCORPORATED		Check		
				E 01	010 206 011 433 401	Cookies for December PBIS Junior High Class		\$22.00	
PO#: 20486	Voucher #:	75200	Invoice		Invoice No: 00277801	12/20/2024	Paid Amt:	\$22.00	
							Check Amount:	\$22.00	
0118	chec	107240	4440		MINNTEX CITRUS INC		Check		
				E 01	310 298 114 301 402	Fruit Fundraiser Payment to company for prod		\$10,059.00	
PO#: 20506	Voucher #:	75214	Invoice		Invoice No: 19676	12/20/2024	Paid Amt:	\$10,059.00	
				E 01	310 298 114 301 402	Fruit Fundraiser Payment for Items Ordered		\$231.00	
PO#: 20506	Voucher #:	75215	Invoice		Invoice No: 19738	12/20/2024	Paid Amt:	\$231.00	
							Check Amount:	\$10,290.00	
0118	chec	107241	6129		MN DEPT OF HEALTH		Check		
				E 02	005 770 000 701 820	2025 license renewal		\$700.00	
PO#:	Voucher #:	75191	Invoice		Invoice No: LSLC License renewal	12/20/2024	Paid Amt:	\$700.00	
				E 02	005 770 000 701 820	2025 License renewal		\$700.00	
PO#:	Voucher #:	75192	Invoice		Invoice No: Preschool renewal	12/20/2024	Paid Amt:	\$700.00	
				E 02	005 770 000 701 820	2025 license renewal		\$700.00	
PO#:	Voucher #:	75193	Invoice		Invoice No: Main School renewal	12/20/2024	Paid Amt:	\$700.00	
							Check Amount:	\$2,100.00	
0118	chec	107242	6485		NIKKI PEARSON		Check		
				E 01	310 296 320 000 184	GBB		\$55.00	
PO#:	Voucher #:	75178	Invoice		Invoice No: 12/10/24	12/20/2024	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107243	5651		OFFICE OF MNIT SERVICES		Check		
				E 01	005 810 000 000 320 Telephone		\$84.90		
PO#:	Voucher #:	75196	Invoice		Invoice No: w24110745	12/20/2024	Paid Amt:	\$84.90	
								Check Amount:	\$84.90
0118	chec	107244	04532		POPPLERS MUSIC INC		Check		
				E 01	020 258 105 000 430 Srl #82913 Yamaha Trombone Repair		\$43.00		
PO#: 20489	Voucher #:	75197	Invoice		Invoice No: 2975130	12/20/2024	Paid Amt:	\$43.00	
			E 01	020 258 105 000 430 Srl #Q20714 Yamaha Clarinet Repair		\$67.00			
PO#: 20489	Voucher #:	75198	Invoice		Invoice No: 2975083	12/20/2024	Paid Amt:	\$67.00	
								Check Amount:	\$110.00
0118	chec	107245	05304		SANDSTROM'S		Check		
				E 02	005 770 000 705 495 BREAKFAST MILK		\$119.56		
				E 02	005 770 000 701 495 LUNCH MILK		\$180.00		
PO#:	Voucher #:	75207	Invoice		Invoice No: 528934	12/20/2024	Paid Amt:	\$299.56	
			E 02	005 770 000 705 495 BREAKFAST MILK		\$72.00			
			E 02	005 770 000 701 495 LUNCH MILK		\$278.07			
PO#:	Voucher #:	75209	Invoice		Invoice No: 529230	12/20/2024	Paid Amt:	\$350.07	
			E 01	310 292 125 000 490 CONCESSIONS		\$319.67			
PO#:	Voucher #:	75208	Invoice		Invoice No: 528883	12/20/2024	Paid Amt:	\$319.67	
			E 02	005 770 000 705 495 BREAKFAST MILK		\$90.00			
			E 02	005 770 000 701 495 LUNCH MILK		\$140.00			
PO#:	Voucher #:	75206	Invoice		Invoice No: 528594	12/20/2024	Paid Amt:	\$230.00	
								Check Amount:	\$1,199.30
0118	chec	107246	4474		SANTANDER LEASING LLC		Check		
				E 03	005 760 000 000 580 BUS PURCHASE LEASE		\$18,881.74		
				E 03	005 760 000 000 581 INTEREST		\$397.26		
PO#:	Voucher #:	75175	Invoice		Invoice No: 13920925	12/20/2024	Paid Amt:	\$19,279.00	
								Check Amount:	\$19,279.00
0118	chec	107247	6602		STEVEN ANDERSON		Check		
				E 04	500 505 000 321 305 Consulting Fees		\$450.00		
PO#:	Voucher #:	75199	Invoice		Invoice No: 12/12/2024	12/20/2024	Paid Amt:	\$450.00	
								Check Amount:	\$450.00
0118	chec	107248	6514		SYSCO WESTERN MINNESOTA, INC		Check		
				E 02	005 770 000 705 490 BREAKFAST		\$398.98		
				E 02	005 770 000 701 490 LUNCH		\$497.94		
				E 02	005 770 000 701 401 SUPPLIES		\$56.93		
PO#:	Voucher #:	75203	Invoice		Invoice No: 253793078	12/20/2024	Paid Amt:	\$953.85	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	107248	6514		SYSCO WESTERN MINNESOTA, INC		Check		
				E 02	005 770 000 701 490 LUNCH COMMODITIES		\$6.30		
PO#:	Voucher #:	75204	Invoice	Invoice No:	253793079	12/20/2024	Paid Amt:	\$6.30	
				E 02	005 770 000 705 490 BREAKFAST		\$192.56		
				E 02	005 770 000 701 490 LUNCH		\$453.53		
				E 02	005 770 000 701 401 SUPPLIES		\$43.12		
PO#:	Voucher #:	75205	Invoice	Invoice No:	253797965	12/20/2024	Paid Amt:	\$689.21	
							Check Amount:	\$1,649.36	
0118	chec	107249	6484		TYLER PEARSON		Check		
				E 01	310 296 320 000 184 GAME WORKER		\$55.00		
PO#:	Voucher #:	75211	Invoice	Invoice No:	12/10/24 GBB	12/20/2024	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	107250	01099		UPPER LAKES FOODS, INC		Check		
				E 02	005 770 000 705 490 BREAKFAST		\$171.19		
				E 02	005 770 000 701 490 LUNCH		\$614.31		
				E 02	005 770 000 701 490 SUPPLIES		\$132.29		
				E 02	005 770 000 706 490 FRESH FRUIT & VEGGIE		\$35.34		
PO#:	Voucher #:	75201	Invoice	Invoice No:	556319-00	12/20/2024	Paid Amt:	\$953.13	
				E 02	005 770 000 706 490 FRESH FRUIT & VEGGIE		\$546.18		
PO#:	Voucher #:	75202	Invoice	Invoice No:	552886-00	12/20/2024	Paid Amt:	\$546.18	
							Check Amount:	\$1,499.31	
0118	chec	107251	6489		VSP INSURANCE CO. (CT)		Check		
				B 01	215 032 ER Cafe Plan Payroll Deductions		\$84.32		
PO#:	Voucher #:	75170	Invoice	Invoice No:	821888603	12/20/2024	Paid Amt:	\$84.32	
							Check Amount:	\$84.32	
0118	chec	107252	6595		PETERSON COMPANIES, INC.		Check		
				E 01	005 810 810 000 305 Boiler Project Insurance		\$7,495.00		
PO#:	Voucher #:	75220	Invoice	Invoice No:	57717	12/23/2024	Paid Amt:	\$7,495.00	
							Check Amount:	\$7,495.00	
							Report Total:	\$241,686.32	

Northland Community Schools ISD# 118

FY 2025 Through Dec 2024

2023-2024
EXP/REV Report
Dec FY25

EXPENDITURES	Actual 2023-24 Expenses	Adopted Budget 2024-25 Expenses	YTD Dec 2023-24 Expenses	YTD Dec 2024-2025 Expenses	% of 2023-24 Budget	Dec FY '24 vs Nov FY '25 Difference	% of 2024-25 Budget
Fund							
General Fund (01)	7,784,459	7,577,194	3,181,008	2,931,963	40.9%	(249,045)	38.7%
Administrative & Support Svc	723,904	703,072	351,087	376,300	48.5%	25,213	53.5%
Regular Instruction	3,417,282	3,509,184	1,163,986	1,305,730	34.1%	141,743	37.2%
Vocational Instruction	105,244	106,645	25,557	42,293	24.3%	16,736	39.7%
Special Education Inst	1,307,624	1,313,768	423,438	455,251	32.4%	31,813	34.7%
Instructional Support	371,697	378,440	143,494	187,221	38.6%	43,727	49.5%
Pupil Support	516,020	536,883	212,659	130,268	41.2%	(82,391)	24.3%
Sites & Buildings	1,287,830	1,279,602	803,934	364,473	62.4%	(439,461)	28.5%
Fiscal & Other Fixed Costs	54,858	55,000	56,852	70,428	103.6%	13,576	128.1%
Food Service (02)	348,989	377,146	159,277	144,718	45.6%	(14,559)	38.4%
Transportation (03)	640,314	732,216	291,728	360,584	45.6%	68,856	49.2%
Community Service (04)	271,552	270,255	112,124	93,213	41.3%	(18,911)	34.5%
Capital Outlay (05)	168,053	172,850	53,082	52,799	31.6%	(284)	30.5%
Construction (06)	392,281	80,000	305,002	64,473	77.8%	(240,529)	80.6%
Debt Service (07)	1,756,659	1,762,549	340,592	314,774	19.4%	(25,818)	17.9%
Total	11,362,305	10,972,210	4,442,812	3,962,522	39.1%	(480,290)	36.1%
Total Funds 01, 03 & 05	8,592,825	8,482,260	3,525,818	3,345,345	41.0%	(180,473)	39.4%
REVENUE	Actual 2023-24 Revenue	Budgeted 2024-25 Revenue	YTD Dec 2023-24 Revenue	YTD Dec 2024-2025 Revenue	% of 2023-24 Budget	Dec FY '24 vs Nov FY '25 Difference	% of 2024-25 Budget
General Fund (01)	7,881,383	7,639,802	3,100,267	3,524,482	39.3%	424,214	46.1%
Food Service (02)	309,780	299,520	67,952	113,599	21.9%	45,646	37.9%
Transportation (03)	318,239	365,470	3,736	(5,301)	1.2%	(9,037)	-1.5%
Community Service (04)	259,454	257,971	68,172	33,356	26.3%	(34,817)	12.9%
Capital Outlay (05)	233,129	264,448	-	-	0.0%	-	0.0%
Construction (06)	-	-	-	-	#DIV/0!	-	#DIV/0!
Debt Service (07) & (47)	1,783,892	1,762,731	627,450	65,909	35.2%	(561,540)	3.7%
Trust (08) & (25) & (10) & (18)	54	60	27	27	50.1%	0	45.5%
Total	10,785,930	10,590,002	3,867,604	3,732,072	35.9%	(135,532)	35.2%
Total Funds 01, 03 & 05	8,432,751	8,269,720	3,104,003	3,519,181	36.8%	415,178	42.6%

Orig. 1995

Adopted: 07/17/97

Revised: 06/26/19, 01/16/25

Approved:

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

"School board" means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

[Note: This number may be different for combining or consolidating school boards that are in a transition period.]

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.

- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. lease rooms or buildings for school purposes;
 - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;

6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References:

Minn. Stat. § 123A.22 (Cooperative Centers [for Vocational Education](#))
Minn. Stat. § 123B.02 (General Powers [of Independent School Districts](#))
Minn. Stat. § 123B.09 ([Boards of Independent School Districts](#)~~School Board Powers~~)
Minn. Stat. § 123B.14 (~~School District~~ Officers [of Independent School Districts](#))
Minn. Stat. § 123B.23 (Liability Insurance; [Officers and Employees](#))
Minn. Stat. § 123B.49 (~~Cocurricular and~~ Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; [Uses for School and Nonschool Purposes; Closings](#)~~Access for Noncurricular Purposes~~)
Minn. Stat. § 123B.85 (Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233 (1924)

Cross References:

MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

Orig. 1995
Adopted: 7/17/97
Revised 01/16/25 Approved:

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Minnesota's Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces the philosophy of openness accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient cy-in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more of school board members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary the school district offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a

special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. [This notice shall be posted and mailed or delivered at least three days before the date of the meeting.](#)
- c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~ As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than [sixty \(60\)](#) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the [school board's](#) judgment ~~of the school board,~~ require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, ~~the~~ advisory opinions of the [Minnesota](#) Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least [twenty-four \(24\)](#) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. [Health Meetings during Pandemic](#) or [Declared Chapter 12 Emergency](#)

In the event of a health pandemic or an emergency declared under ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 12, a meeting may be conducted by telephone or ~~other electronic interactive technology means~~ in compliance with ~~Minn. Stat. § Minnesota Statutes section~~ 13D.021.

8. [Meetings Conducted by Interactive Technology](#)

A meeting may be conducted by interactive technology, [Zoom](#), Skype, or other similar electronic means in compliance with ~~Minnesota Statutes section Minn. Stat. §~~ 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal [or minutes](#) kept for that purpose, ~~and the journal~~ [or any minutes used to record votes of a meeting shall be available must be open](#) to the public during all normal business hours at the [school district's](#) administrative offices ~~of the school district~~.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items [of the meeting](#) prepared or distributed by [or at the direction of](#) the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. [Open Meetings and Data Data](#)

1. Meetings may not be closed ~~merely because the to discuss~~ data ~~to be that discussed~~ are not public data, [except as provided under Minnesota law.](#)
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. [Closed Meetings](#)

1. [Labor Negotiations Strategy](#)

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, [conducted pursuant to Minnesota's Public Employment Labor Relations Act \(PELRA\).](#)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings [of a closed meeting to discuss negotiation strategies](#) shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. [Sessions Closed by Bureau of Mediation Services](#)

All negotiations, mediation [sessions meetings](#), and hearings between the school board and its employees or their respective representatives are public meetings. [These Mediation](#) meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. [Preliminary Consideration of Allegations or Charges](#)

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting [for this purpose](#) must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting [for this purpose](#) must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client [Privilege Meeting](#)

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, [for example, i.e.,](#) regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a

licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.

- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the-its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. §Minnesota Statutes section 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

a. Any portion of a meeting must be closed if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

b. (2) active investigative data collected or created by a law enforcement agency;

c. (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

d. (4) an individual's personal medical records.

be. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

a. The school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 ([Exclusion and Expulsion Procedures](#))[Student Dismissal Hearing](#))
Minn. Stat. § 122A.33, Subd. 3 ([License and Degree Exemption for Head Coach](#)[Coaches; Opportunity to Respond](#))
Minn. Stat. § 122A.40, Subd. 14 ([Employment; Contracts; Termination](#))[Teacher Discharge Hearing](#))
Minn. Stat. § 179A.14, Subd. 3 ([Negotiation Procedures](#)[Labor Negotiations](#))
Minn. Rules Part 5510.2810 ([Petition for Mediation](#)[Bureau of Mediation Services](#))
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 21-003 \(April 19, 2021\)](#)
[Dept. of Admin. Advisory Op. No. 21-002 \(January 13, 2021\)](#)
[Dept. of Admin. Advisory Op. No. 19-012 \(October 24, 2019\)](#)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA [Service Manual, Chapter 13, School Law Bulletin "C"](#) (Minnesota's Open Meeting Law)

Orig. 1995
Adopted: 12/3/97
Rev. 11/16/17, 2024~~2~~
Approved:

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school

districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (~~Minn. Stat. §~~Minnesota Statutes, section 124D.03, ~~subdivision~~Subd. 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district,

inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court

or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Children with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school ~~must~~ shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A

nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.

- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district ~~must~~ provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school ~~shall~~ pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own

child under a contract with the school district.

- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Orig. 1999
Adopted:
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806 CRISIS MANAGEMENT POLICY

[NOTE: The Commissioner of the Minnesota Department of Education (**Commissioner**) is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes, section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. **Id.** This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education’s document entitled, “Practical Information on Crisis Planning, a Guide for Schools and Communities.” A website link is provided in the resource section of this Policy.]

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[NOTE: ~~Minnesota State~~ law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]

b. Evacuation Procedures

Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building’s crisis management plan will include procedures for

transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[NOTE: Minnesota State law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and one school tornado drill each school year. See Minnesota Statutes, section 121A.035.]

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board "may adopt the model cardiac emergency response plan provided by" the Commissioner (as of June 4, 2024, a response plan is not yet available.)

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation

routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[NOTE: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

[NOTE: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form,

evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[NOTE: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[NOTE: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes, section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular

basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.

6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant

outcomes, including the ongoing efforts to examine the effects of the program or practice.

4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.

3. The Commissioner ~~of the Minnesota Department of Education~~ must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers

- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[NOTE: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[NOTE: The Every Student Succeeds Act, 20 United States Code, section 6301, et seq.; Title IX, 20 United States Code, section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code, section 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)

42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](http://mn.gov)

Northland Community Schools

Independent School District #118

School Board Report

Date: 01/22/25



Report Submitted by: Janessa Green (Elementary Principal)

DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential.*

Celebrations:

- **Highlighting Grades - 3rd Grade (from Ms. Knapp)**
 - Third graders have an opportunity to start the Strings program, and from the sounds of it there are a couple in 3rd grade who are enrolled and ready to start learning a new string instrument.
 - We are participating in the Go Wild Fruits and Vegetables program - A nutrition educator from University of Minnesota Extension, Health and Wellness department, visits our classroom once a month to teach the students about fruits and vegetables. The fruits and vegetables are divided into color groups: blue and purple, red, green, orange and yellow, and tan and white. Each lesson features a different Go Wild animal character that will help your child learn about the importance of eating fruits and vegetables from the different color groups. As part of the program, your child will taste different fruits and vegetables, be physically active, and learn more about wild animals that live in our state. At the end of each lesson, the students get to try a fruit/vegetable based on the days' lesson. The class is so excited about it, that they keep asking when the next time she will come.
 - January 27-30, we will be participating in a new Residency program offered by Como Park Zoo and Conservatory to 3rd Grade classrooms throughout the state. There was an application process, and we were accepted into this new, unique program!! There is no cost for this opportunity. Due to being outside of an hour drive time, they will be sending a Residency Specialist to our school to facilitate the program for the week. This is an experience that our students otherwise wouldn't have an opportunity to get. As the teacher, I am really excited for my students and this unique experience.
 - This is the link for the program:
<https://comozooconservatory.org/como/third-grade-residency-program/#>
 - Month of January we started learning cursive. The class is super excited about this and the engagement in these lessons are near 100%!
 - Week of January 13, started animal research projects. Students got to pick an animal, and were taught how to research information on that animal using the internet and books. When they are finished, they will be able to present their project as a poster and/or a flip book.

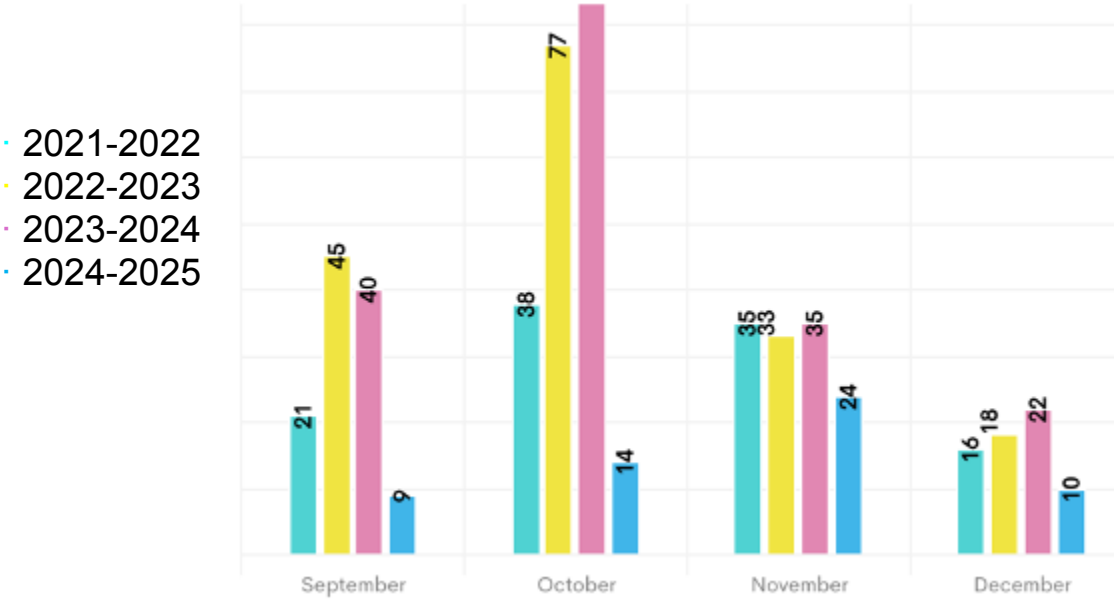
Updates:

- **Northland was not awarded the Lake Country Power Grant for our playground restoration idea. I will try again next year.**
- **LETRS training pacing - Unit 2, Session 8**
- **January PLD Planning for 1/20**

- **HRS Summit in San Antonio from January 29-31, 4 members of Leadership are attending.**

PBIS:

- Our PBIS team inputs the data and then processes the information to create action plans for specific grade levels and students.
- [December PBIS Report](#)
- **Only 10 referrals for the month of December**



Proposals:

Northland Community Schools

Independent School District #118



School Board Report

Date: Jan25

- AHU 2 air handler return motor failed – parts on order
- Main water heater repair completed – budgeting for new LTFM fund? to consider for business manager list
- MNPCA limited site investigation soil and vapor borings completed for tank spill Edwards Oil commissioned– report to follow with actions from State PM, Vendors quoted are Petrofund approved
- MAU for kitchen gas valve on order, lockout issues continue, venting repiped
- Chiller loop leak repair complete in lounge
- DHW pump circulation failed / replaced with SST per code
- Camera and duct detector issues for fire/ /smoke repaired

Northland Community Schools

Independent School District #118



School Board Report

Date: January 2025

Report Submitted by: L. Monroe-Indian Education

DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential.*

Celebrations:

- Indian Education's contribution to the reporting for Impact Aid forms are being completed to be awaiting to receive completed final form for confirmation and signatures by the Leech Lake Land Department.
- The American Indian Parent Advisory Committee/J.O.M Committee meeting January 14th 2025 to approve the Resolution of Concurrence for Northland Community Schools. To be submitted for the February school board meeting.
- **Thank you** to Nikki Boswell for donating school supplies to the Ind. Edu. department.
- **Request overnight** stays for Ojibwe quiz bowl competitions January 23-24, 2025 at the Cloquet school in Cloquet, MN and January 30-31, 2025 at the Fond Du Lac Ojibwe School in Cloquet, MN. Detroit Lakes quiz bowl February 20-21. Northland Quiz Bowl Northern Lights Event Center March 6-7. Minnesota Indian Education Association student & staff Conference 3/17-1/20, Fond Du Lac College Quiz Bowl May 15-16.
- **Congratulations to the Anishinaabe Quiz Bowl Team on their 2nd place win at the December 20th, 2024 Bois Forte competition! The first competition of the season.**



Northland Community Schools

Independent School District #118

School Board Report

Date: January, 2025

Community Education

Report Submitted by: Jennifer Welk

MISSION: Northland Community Education ties local strengths, culture and resources Together to promote and provide life-long learning for all members of our community.

Celebrations:

- Working on new ideas for Spring Summer Session.
- Drivers training class is scheduled to start March 3rd. As of right now we only have two signed up we will need a minimum of 10.
- Community Education has hired a student tutor Meagan Horn to help with after school enrichment student tutoring sessions.
- The Community Christmas Event was a huge success for its second year! Over 200 people attended.
- GRABA basketball went well.
- Wrestling is in full swing, we have over 40 students attending practices.
- Next Community Education Advisory Meeting is set for Tuesday Feb. 12th at 10 am in the high school board room.

Concerns:

None at this time

NCS School Board Meeting

Dean of Students Report

Stephaney Williamson

December 18, 2024

- Mrs. Benoit and I have been working with the middle school teachers to help some students to regulate themselves in the classroom and focus on their academics.
- We are continuing to work on reducing student tardiness. Mrs. Stefan is tracking and recording tardies and talking to students when they get minors for tardies. We are continuing to refine the “no pass list” procedure, making it a greater consequence for students with repeated excessive tardiness.
- The first week of 2025 we reviewed student cell phone expectations with students and teachers, as cell phone misuse had become a problem again. Teacher fidelity in enforcing the policy in classrooms is key to curbing student misuse.
- I am in an administrator program and will be taking on projects to assist administration for my practicum.
- Behavior referral data:
 - JH Behavior referrals in December decreased to 16 compared to 75 November referrals. The most frequent behaviors were Defiance/Disrespect, Tardy/Skip, and Bullying.
 - HS Behavior referrals in November decreased to 32 compared to 45 November referrals. The most frequent behaviors were Tardy/Skip, Disruption/Disorderly, Threat/Intimidation and Tech/Phone violations.

_____ Please acknowledge, by initialing, you have read & agree to the "Additional Terms and Conditions"

ADDITIONAL TERMS AND CONDITIONS OF THIS VEHICLE PURCHASE CONTRACT

1. **Definitions:** As used in this CONTRACT, "YOU" or "YOUR" means the buyer and co-buyer. "I", "ME", or "MY" means the seller or dealer. "VEHICLE" means the car, truck, or other vehicle described on the front of this CONTRACT including all the options listed. "Manufacturer" means the company which makes the VEHICLE. "Trade-In" means the vehicle that YOU trade to ME in partial payment for the VEHICLE.
2. **Purpose:** By signing the CONTRACT, YOU agree to buy the VEHICLE from ME. By accepting this CONTRACT, I agree to deliver the VEHICLE to YOU if the VEHICLE is in my inventory. If the VEHICLE is not in my inventory, I agree to order it from the Manufacturer. After receiving the VEHICLE from the Manufacturer, I agree to deliver the VEHICLE to YOU.
3. **Price Changes by the Manufacturer:** The VEHICLE price stated on the front of this CONTRACT is based on the current price the Manufacturer charges ME. At any time before I receive the VEHICLE, the Manufacturer has the right to raise the price it charges to ME. If the Manufacturer does raise the price, I may raise the price to YOU by the same amount. If I do raise MY price, YOU may cancel the CONTRACT and get back any down payment YOU have made. If I have not already sold the Trade-In (See Paragraph 4), YOU may have the Trade-In back by paying ME the reasonable cost of storage and any repair work or reconditioning I may have done.
4. **Trade-In:** If YOU are using a Trade-In to partially pay for the VEHICLE, YOU may deliver the Trade-In to ME either when YOU sign this CONTRACT or when the VEHICLE is delivered to YOU. If YOU do not deliver the Trade-In to ME when YOU sign this CONTRACT, YOU agree that at the time YOU deliver the Trade-In, I may reinspect the Trade-In and lower the allowance stated on the front of this CONTRACT. If I do lower the allowance, YOU may cancel this CONTRACT and get back your cash down payment. If YOU deliver the Trade-In when YOU sign this CONTRACT, I may sell the Trade-In at any time and at any price I think proper. If this CONTRACT is cancelled and I have already sold the Trade-In, I will pay YOU the price I received for the Trade-In minus 15% commission, minus any money I spent repairing, storing, insuring, or advertising the Trade-In, unless otherwise required by law.
When YOU deliver the Trade-In to ME, YOU guarantee that YOU own the Trade-In free and clear and agree to furnish proper proof of ownership, including the Certificate of Title. If any outstanding security interests are attached to the Trade-In vehicle, YOU are obligated to satisfy the debt secured and to obtain a release of all liens. If I arrange payment of the debt, and the total amount is greater than the amount shown on this CONTRACT as the balance owing to lienholder, YOU agree to pay the difference to ME in cash immediately upon notice of the deficiency. If the debt is less than the amount shown, I will refund the surplus to YOU.
5. **YOUR Refusal to Take Delivery:** Unless YOU cancelled this CONTRACT under paragraphs 3 or 4, I will retain the cash down payment YOU gave ME as an offset to MY damages if YOU refuse to complete the purchase. YOU are also responsible for any other damages which I may incur as a result of YOUR failure to perform YOUR obligations under the terms of this CONTRACT. If YOU have delivered the Trade-In to ME when YOU signed this CONTRACT, I may retain the Trade-In and sell it to reimburse MYSELF for the expenses of repairing, storing, or reconditioning the Trade-In and for other expenses or losses I may incur as a result of YOU failed to perform YOUR obligations under this CONTRACT.
6. **Design Changes by the Manufacturer:** The Manufacturer has the right to change the design of the VEHICLE, its chassis, its parts or accessories at any time without notice to YOU or to ME. In the event of a change in design, I have no duty to YOU except to deliver the VEHICLE as made by the manufacturer.
7. **Delays in Delivery:** I am not responsible for delays in delivery caused by the Manufacturer, or by accidents, fires, or other causes beyond MY control. I do not control the Manufacturer and am not part of the Manufacturer and do not work for the Manufacturer.
8. **Taxes:** The price of the VEHICLE does not include federal or state taxes or any other tax or governmental fee. YOU must pay ME the proper amount of any tax or governmental fee which applies to this sale.
9. **Pollution Control Certification:** I certify to the best of MY knowledge that the pollution control system on the VEHICLE including the restricted gasoline pipe has not been revised, altered or rendered inoperative.
10. **New VEHICLE Disclaimer of Warranties:** If YOU are buying a new VEHICLE, the VEHICLE will come with a Manufacturer's warranty which is a promise from the Manufacturer directly to YOU. Unless otherwise agreed in a separate document (see Paragraph 12 below), I expressly disclaim all warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose. I sell the VEHICLE "AS IS" and make no guarantees of any kind about the VEHICLES's quality or performance. YOU have complete responsibility and all the risk for any problems with the VEHICLE.
11. **Use VEHICLE Disclaimer of Warranties:** Except as may be provided in the Buyer's Guide Window Form and a separate warranty document (see Paragraph 12 below), if YOU are purchasing a used VEHICLE, I expressly disclaim all warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose. I sell the VEHICLE "AS IS" and make no guarantees of any kind about the VEHICLE's quality of performance. YOU have complete responsibility and all the risk for any problems with the VEHICLE. I do not guarantee that the VEHICLE will pass an exhaust emissions inspection.
12. **Dealer Warranty Service Contract:** If I give a warranty on a used VEHICLE or YOU purchase an extended service contract on a new or used VEHICLE, I may not disclaim implied warranties of merchantability or fitness for a particular purpose.
13. **Used VEHICLE Window Sticker Form:** If YOU are purchasing a used VEHICLE or a demonstrator, the information YOU see on the window form for this VEHICLE is part of this CONTRACT. Information on the window form overrides any contrary provisions in the CONTRACT of sale. (La información que aparece en la ventanilla de este vehículo forma es parte de este contrato. La información contenida en el formulario de la ventanilla anula cualquier prevision que establezca lo contrario y que aparezca en el contrato de venta.)

Orig: 1995
Adopted: 9/15/97
Revised: 8/21/03, 11/2024
Adopted:

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender.

[NOTE: This change is found in Minnesota Statutes, section 260E.22.]

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes, Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should

take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Orig. 1997
Adopted: 03/17/05
Revised: 2017, 5/03/22, 11/14/24
Approved: ~~10/23~~

Independent School District #1181 Policy 614

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[NOTE: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the school district.]

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.
[NOTE: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]
 - e. Establish a culture of academic integrity.
 - f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
 - g. Ensure student information is current and accurate.
 - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
 - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
 - k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
 - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.
2. Responsibilities after testing.
- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
 - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
 - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
 - d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
 - e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
 - f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.
- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
 - d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
 - e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
 - g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for

tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.

- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.

- b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

- 1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 - g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.
 - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test

administrators so they can become familiar with the script and prepare for test administration.

- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[NOTE: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.

4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
 - b. During test.
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.

(3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

(4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[NOTE: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

(5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

(6) Do not review, discuss, capture, email, post, or share test content in any format.

(7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

(8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.

(11) Report any possible security breaches as soon as possible.

c. After test.

(1) Follow directions and scripts exactly.

(2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.

(3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.

a. Read and complete the *Assurance of Test Security and Non-Disclosure*.

b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s).
 - a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.
 - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
 - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[NOTE: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

- B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.

6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

~~VI. RETALIATION PROHIBITED~~

~~An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions or technical interruptions related to administering assessments under this section is protected under section 181.932, governing disclosure of information by employees.~~

~~**[NOTE: The 2024 Minnesota legislature enacted this provision.]**~~

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms:
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Orig. 1995
Adopted: 12/3/97
Revised: 5/15/24, 11/14/24
Approved:

Independent School District #118 Policy 701

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

[NOTE: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the ~~Minnesota~~ Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon

request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the ~~Minnesota~~ Commissioner of Education as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

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Independent School District #118 Policy 721

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[NOTE: School districts are required by the federal Uniform Grant Guidance (UGG) regulations, 2 Code of Federal Regulations, Part 200, to have the policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 - 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-

through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[NOTE: All ~~of the~~ requirements outlined in this policy apply to both direct grants and state-administered grants.]

G. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).

[NOTE: Minnesota school districts may choose to increase their federal micro-purchase threshold to \$25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet one of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations, section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$175,000~~~~\$250,000~~ (periodically adjusted for inflation).

[NOTE: Despite the federal government's increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]

3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- J. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
 - K. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
 - L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered used when possible.

[NOTE: This change appears in the 2024 amended UGG.]

H. Methods of Procurement

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).

4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific

features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations, sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management.

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should ~~align~~^{be in compliance} with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated

Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the United States Constitution, federal statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must ~~also~~ take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. "Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;

3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;

8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations, section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services

purchased with federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
- 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

- 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
- 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency’s Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;

- b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
 - 2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 - 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 - 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 - 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 - 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification
Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs
Short-term travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
 - 1. Critical and necessary for the conduct of the project;
 - 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 - 3. Consistent with the school district's cost accounting practices and school district policy; and
 - 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- D. Relocation Costs of Employees

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

E. Travel Costs

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[NOTE: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations, section 200.208 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: [2 C.F.R. § 200.1](#) (Definitions: Capital Assets)
[2 C.F.R. § 200.112](#) (Conflict of Interest)
[2 C.F.R. § 200.113](#) (Mandatory Disclosures)

[2 C.F.R. § 200.205\(d\)](#) (Federal Awarding Agency Review of Merit of Proposals~~Risk Posed by Applicants~~)
[2 C.F.R. § 200.214](#) (Suspension and Debarment)
[2 C.F.R. § 200.300\(b\)](#) (Statutory and National Policy Requirements)
[2 C.F.R. § 200.302](#) (Financial Management)
[2 C.F.R. § 200.303](#) (Internal Controls)
[2 C.F.R. § 200.305\(b\)\(1\)](#) (Federal Payment)
[2 C.F.R. § 200.310](#) (Insurance Coverage)
[2 C.F.R. § 200.311](#) (~~Federally-owned and Exempt~~Real Property)
[2 C.F.R. § 200.312](#) (~~Federally-owned and Exempt~~ Property)
[2 C.F.R. § 200.313\(d\)](#) (Equipment)
[2 C.F.R. § 200.314](#) (Supplies)
[2 C.F.R. § 200.315](#) (Intangible Property)
[2 C.F.R. § 200.318](#) (General Procurement Standards)
[2 C.F.R. § 200.319\(c\)](#) (Competition)
[2 C.F.R. § 200.320](#) (Methods of Procurement to be Followed)
[2 C.F.R. § 200.321](#) (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
[2 C.F.R. § 200.328](#) (Financial Reporting)
[2 C.F.R. § 200.339](#) (Remedies for Noncompliance)
[2 C.F.R. § 200.403\(c\)](#) (Factors Affecting Allowability of Costs)
[2 C.F.R. § 200.430](#) (Compensation – Personal Services)
[2 C.F.R. § 200.431](#) (Compensation – Fringe Benefits)
[2 C.F.R. § 200.447](#) (Insurance and Indemnification)
[2 C.F.R. § 200.463](#) (Recruiting Costs)
[2 C.F.R. § 200.464](#) (Relocation Costs of Employees)
[2 C.F.R. § 200.474](#) (Transportation Costs)
[2 C.F.R. § 200.475](#) (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
~~MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)~~
 MSBA/MASA Model Policy 412 (Expense Reimbursement)
 MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
 MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
 MSBA/MASA Model Policy 702 (Accounting)
 MSBA/MASA Model Policy 703 (Annual Audit)

Orig. 1995

Adopted: 07/17/97

Revised: 6/26/19, 1/16/25

202 SCHOOL BOARD OFFICERS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with [Minnesota Statutes section Minn. Stat. § 123B.12](#).

C. Clerk

1. The clerk or appointed representative shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk or appointed representative shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk or appointed representative shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the [Commissioner of the Minnesota Department of Education \(Commissioner\)](#) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the [Commissioner](#);
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the [Commissioner](#).
4. The clerk or appointed representative shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings

of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk or appointed representative shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 ([Insufficient Funds to Pay OrdersFinance](#))
Minn. Stat. § 123B.14 ([Officers of Independent School Districts](#))
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)

MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing
Rules)

Adopted: _____

MSBA/MASA Model Policy 210

Orig. 1995

Revised: _____

Rev. 202208

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes ~~of the school board~~. Disclosure ~~must shall~~ be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and ~~must~~ need only be made once;
 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

- a. The school board ~~must~~ shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall ~~must~~ file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. **(Note: This section applies only when the school district has a population of 1,000 or less according to the last federal census.)**
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting ~~where~~ at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee ~~where~~ only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$208,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting ~~where~~ at which all school board members are present, that employment ~~must be~~ immediately terminated and that school board member ~~will have~~ has no further rights to employment while serving as a school board member in the school district.
- [Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]**
- D. The school board may contract with a class of school district employees, such as teachers or custodians, ~~where~~ when the spouse of a school board member is a member

of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. ~~In order for~~ For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting ~~where-in which~~ the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board ~~can~~ must hire or dismiss teachers only at duly called meetings. ~~Where~~ When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (~~Employment; Contracts; Termination~~)~~Teacher Hiring, Dismissal~~
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

524.1 STUDENT CELL PHONES

I. PURPOSE

~~The primary goal of this updated policy is to foster a focused, distraction-free learning environment and to ensure the safety and privacy of all students at Northland Community Schools. We believe that minimizing the presence of cell phones and other electronic devices during school hours will significantly enhance our student's educational experience. This policy outlines the appropriate use of cell phones, Bluetooth earbuds, smartwatches, and personal electronic devices within the school premises. Northland Community Schools uses instructional technology as one way of supporting our vision to ensure that each student acquires 21st-century skills to achieve his or her potential, become a productive community member and value lifelong learning. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. Students in possession of a cell phone must comply with the Cell Phone Policy and the Internet Acceptable Use and Safety Policy.~~

II. GENERAL STATEMENT OF POLICY

- A. ~~Student cell phones and other personal electronic devices capable of communication, such as those used for texting, answering, and receiving calls, are not permitted in classrooms, hallways, during lunch, during recess, or bathrooms during the school day.~~
- B. ~~If students bring cell phones, Bluetooth earbuds, smartwatches, and/or personal electronic devices capable of communication, such as texting, answering, and receiving calls, to school, they must be placed on silent or turned off and stored in designated technology lockers from the beginning of the school day until the end of the school day.~~
- C. ~~These items can and will be confiscated by staff members and taken to the office if they are not stored in the designated technology lockers.~~
 - A. ~~All students, grades PreK-12, will place all electronic devices in their school lockers each day prior to the start of the day (8:25AM). Devices must be turned off when stored in school lockers.~~
 - B. ~~All students in grades 7-12 may use cell phones between class periods and during lunch.~~
 - C. ~~Students may not have their cell phones, headphones or earbuds with them during instructional time. This includes students in the office, hallways, and restrooms during~~

~~instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell~~

- ~~D. Devices must be in “vibrate” or “silent” mode when being stored in school lockers~~
- ~~E. Cell phone use will not be permitted in locker rooms or restrooms. The use of cell phones in a bathroom or locker room may result in law enforcement being called.~~
- ~~F. Students may not use cell phones to “bully” or to post derogatory statements about students, staff or the district via text message or social media.~~
- ~~G. A student who has a phone confiscated may not use another student’s cell phone.~~

III. CELL PHONE USE

- A. Students are prohibited from having cell phones, earbuds, smartwatches, and any other personal electronic devices on their person during school hours, including class time, lunch periods, and recess. Students are prohibited from using cell phones and other electronic communication devices during the instructional day.
- B. Field trips and school events are extensions of classroom learning during school hours, therefore, cell phones, earbuds, smartwatches, and personal electronic devices are not permitted.
- C. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- D. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
- E. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district’s discipline policy. In addition, a student’s cell phone or electronic communication device ~~will~~**may** be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

IV. CHECK-IN AND CHECK-OUT PROCESS

*Check-in and Check-out process, subject to change based on need identified by administration

- A. Device Check-In
 - a. Homeroom/1st Hour: Students must check their cell phones, earbuds, and smartwatches into designated lockers located in their homerooms or 1st-hour classrooms.

- b. **Midday Arrival:** Students will check their cell phones, earbuds, and smartwatches in the office upon arrival. Office staff will ensure devices will be stored in the appropriate assigned locker.
- c. **Storage:** These devices will be securely stored in the lockers and brought to the office for the duration of the school day.
- d. **Locker Keys:** Students will be responsible for the key to their cell phone locker. The office will have a backup key. If the key is lost, there will be a charge to make a new key.

B. Device Check-Out

- a. **End of Day:** Students will return to their homerooms or 1-hour classrooms at the end of the school day to retrieve their devices.
- b. **Midday Departure:** Any student leaving midday must check out their device from the office. If the student returns to school, they must check their device back into the office.
- c. **Open Campus:** Any senior leaving for open campus must check out their device from the office. Upon return from open campus, students must check their device back into the office.
- d. **Substitute Teacher:** If the 1st-hour class has a substitute teacher (high school only), students will check out their devices from the office.

V. TWO-FACTOR AUTHENTICATION

Any PSEO or CIS student needing their cell phone for two-factor authentication, must go to the office, check out their cell phone, and check cell phone back in once authentication is complete. It is recommended that email is the first choice for two-factor authentication, so students can use their Chromebooks rather than their cell phone.

VI. EMERGENCIES

In case of emergency, students may use the school office phone to contact parents/guardians. Parents/guardians should contact the school office to relay urgent messages to their student(s).

VII. CONSEQUENCES OF VIOLATING THE CELL PHONE POLICY

- **First Offense** – The device will be confiscated by the staff member, brought to the office to be stored in the designated technology locker, and returned to the student at the end of the day. A minor referral will be issued to the student and parents/guardians will be notified.(a minor) the phone is taken away until the end of the day
- **Second Offense** — The device will be confiscated by the staff member, brought to the office to be stored in the designated technology locker, and will be returned only to the parent or guardian. A major referral will be written, and administration will conference

with the student and communicate with parents/guardians about future violations. a major)-
the phone must be picked up by a parent or guardian

- Third offense and **Any Further Infractions** – The device will be confiscated by the staff member, given to administration, and documented as a major referral. The phone will be returned only to a parent or guardian and a student-parent/guarding meeting will take place to discuss the violation and create a plan for the student. Detention, suspension, and/or MSHSL code of conduct consequences will be discussed and assigned. may result in other disciplinary action

VIII. EXCEPTIONS

Students with medical conditions requiring device use must provide documentation from a healthcare provider. Other requests for exceptions to this policy, particularly those requiring the use of a device, may be submitted to administration and will be considered for approval on a case-by-case basis.

IX. LOST, STOLEN OR DAMAGED DEVICES

Each user is responsible for his/her own cell phone devices and should use it responsibly and appropriately. Northland Community Schools take no responsibility for stolen, lost or damaged cell phones devices.

XV. SEARCH OF CELL PHONE CONTENTS

- A. A student's cell phone contents may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules and/or policy. Any searching of a device will be reasonable both in its scope and intrusiveness.
- B. Parents/guardians of the student will be notified of the search.

Orig. 2017
Adopted: 01/14/19
Revised: 8/23, 01/16/25
Approved:

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. A requestor is not required to explain the reason for the data request.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the

requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- A.J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute

between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
 - 2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IXVII. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Name] [Superintendent](#)

[Location] [316 Main Street East, Remer, MN 56672](#)

[Phone number; email address] [218-566-2351](tel:218-566-2351) myakibchuk@isd118.org

Data Practices Compliance Official:

[Name] [District Technician](#)

[Location] [316 Main Street East – Remer, MN 56672](#)

[Phone number; email address] [218-566-2351](#)

Data Practices Designee(s):

[As assigned](#)

[Name]

[Location]

[Phone number; email address]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

[Minn. Stat. § 13.01 \(Government Data\)](#)

[Minn. Stat. § 13.02 \(Definitions\)](#)

Minn. Stat. § 13.025 (Government Entity Obligation)

[Minn. Stat. § 13.03 \(Access to Government Data\)](#)

[Minn. Stat. § 13.04 \(Rights of Subjects to Data\)](#)

[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)

[Minn. Stat. § 13.32 \(Educational Data\)](#)

[Minn. Rules Part 1205.0300 \(Access to Public Data\)](#)

[Minn. Rules Part 1205.0400 \(Access to Private Data\)](#)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)